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ABSTRACT

This package consists of occupational competency profiles for evaluation of students in vocational home economics courses in Texas. The package begins with a rating sheet of essential elements for all vocational programs, with space for instructors to rate students on a four-point scale, followed by a competency profile sheet. Competency profiles/rating sheets using the same rating scale are provided for comprehensive homemaking I, II, and III. The package next contains six groups of forms for the following subjects: home furnishings and equipment management, production, and services; child care and guidance management and services; clothing, apparel, and textiles management, production, and services; institutional, home management, and supporting services; home and community services; and food production, management and services. For each of these subjects the following are provided: a competency rating scale for up to 187 competencies, a rating scale for 78 general employability competencies, an occupational competency profile worksheet to record student information, and a certificate of competence. The final section of the package consists of competency rating scales for the following semester courses: family living and parenthood; clothing and textiles; clothing, apparel, and textiles management, production, and services; food production, management and services; institutional, home management, and supporting services; family/individual health; child development, care, and guidance; food and nutrition; home management; housing, home furnishings, and equipment; and consumer education. (KC)

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ED251683

OCCUPATIONAL COMPETENCY PROFILES FOR VOCATIONAL HOME ECONOMICS

TEXAS EDUCATION AGENCY

AUSTIN, TEXAS

1983

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
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CE 040 308

ESSENTIAL ELEMENTS FOR ALL VOCATIONAL PROGRAMS

DIRECTIONS: Evaluate the trainee, using the rating scale below. Check the appropriate number to indicate the degree of competency. The rating for each of the tasks should reflect job readiness rather than the grade given in the class.

RATING SCALE:
4 Skilled—can work independently with no supervision
3 Moderately skilled—can perform job completely with limited supervision
2 Limited skill—requires instruction and close supervision
1 No exposure—no experience or knowledge in this area

4	3	2	1	
				Identifies characteristics and responsibilities of leaders
				Demonstrates characteristics and responsibilities of group members
				Participates in meetings according to rules of parliamentary procedures
				Functions effectively on committees by accepting assigned responsibilities
				Plans and conducts effective group leadership activities
				Participates in society in a democratic way

4	3	2	1	
				Evaluates career options and employment opportunities
				Demonstrates ability to complete job application, interview and follow-up
				Follows written and oral instructions to complete job task
				Demonstrates punctuality and dependability
				Follows rules, standards, and policies of the work place
				Demonstrates the ability to work cooperatively with others

4	3	2	1	
				Demonstrates responsibility in completing job tasks
				Exhibits work habits and attitudes that increase productivity
				Recognizes opportunities and options for business ownership
				Identifies entry level procedures and planning processes needed to open a business
				Utilizes terms associated with small business
				Recognizes the role of small business in the free enterprise system

Competency Profile

Instructional Program: *Vocational Home Economics Education* School: _____ Date: _____

Name: _____ Social Security No. _____ Phone: _____

Address: _____ Age: ____ Date of Birth: _____ Sex: _____

Racial/Ethnic Designation: _____ Special Needs: _____

In Case of Emergency,
Contact: _____ Address _____ Home phone _____ Business phone _____

OR

Contact: _____ Address _____ Home phone _____ Business phone _____

Classroom Involvement

Course	Grade Period						Enrollment Date	Withdrawal Date	Completion Date	Extended Learning Experiences			Family Contacts		Instructor
	1	2	3	4	5	6				Competency Area	Date Started	Date Completed	Home Visits	Others	

Youth Leadership Experience

FHA/HERO Chapter	Year	Offices	Encounter	Committees	Proficiency Events	Advisor

Name: _____

Comprehensive Homemaking I

Job Competencies

DIRECTIONS:
Use the rating scale to the right to evaluate the student. Check the appropriate number to indicate the degree of competency. The numerical ratings of 4, 3, 2, and 1 are not intended to represent the traditional school grading system of A, B, C, and D. Ratings should reflect the student's JOB READINESS rather than the grade given in the class.

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1 - No Exposure—no experience or knowledge in this area.

4 3 2 1

CHILD DEVELOPMENT, CARE, AND GUIDANCE

I. Evaluate care techniques which meet the basic needs of children.

- ☐☐☐☐ 1. Assess the basic needs of children.
- ☐☐☐☐ 2. Design routines which meet the basic needs of children.
- ☐☐☐☐ 3. Apply the principle of nutrition to meet the needs of the child.
- ☐☐☐☐ 4. Explain the health and safety procedures necessary for the care of children.
- ☐☐☐☐ 5. Assess factors to consider in the selection and care of children's clothes.
- ☐☐☐☐ 6. Analyze housing needs for the developmental stages of childhood.
- ☐☐☐☐ 7. Analyze various methods of guidance.

II. Analyze the factors influencing the child's development.

- ☐☐☐☐ 8. Analyze the meaning of development as related to child development.
- ☐☐☐☐ 9. Identify the influence of heredity and environment on the child's development.
- ☐☐☐☐ 10. Appraise the value of play and play equipment in the young child's development.
- ☐☐☐☐ 11. Analyze skills which are necessary for observing the child's growth and development.

III. Work effectively with children.

- ☐☐☐☐ 12. Identify the ways children learn.
- ☐☐☐☐ 13. Identify training patterns related to children's learning.
- ☐☐☐☐ 14. Assess ways to motivate the child.

IV. Analyze career and job opportunities related to the field of child development.

- ☐☐☐☐ 15. Identify entry-level jobs in child development.
- ☐☐☐☐ 16. Relate how child care skills apply to other occupations.
- ☐☐☐☐ 17. Evaluate how the parent's(s') career choice affects young children.

CLOTHING AND TEXTILES

V. Meet individual needs through clothing.

- ☐☐☐☐ 18. Relate clothing to first impressions.
- ☐☐☐☐ 19. Relate clothing to self-concept.
- ☐☐☐☐ 20. Outline factors affecting the selection of apparel for the individual.
- ☐☐☐☐ 21. Utilize elements and principles of design in clothing selection.
- ☐☐☐☐ 22. Outline factors to consider in planning and managing a clothing wardrobe.
- ☐☐☐☐ 23. Analyze procedures for building a wardrobe.

VI. Construct or alter clothing for self and/or family members.

4 3 2 1

- ☐☐☐☐ 25. Coordinate appropriate fabrics and notions for pattern designs.
- ☐☐☐☐ 26. Make simple garment alterations.
- ☐☐☐☐ 27. Use basic small sewing tools and pressing equipment.
- ☐☐☐☐ 28. Demonstrate the use and care of the sewing machine.
- ☐☐☐☐ 29. Follow sewing safety procedures.
- ☐☐☐☐ 30. Exhibit skills in using basic sewing techniques.
- ☐☐☐☐ 31. Press garments as needed during construction or alteration.

VII. Care for clothing appropriately.

- ☐☐☐☐ 32. Explain basic clothing care terms.
- ☐☐☐☐ 33. Identify care needed for specific garments.
- ☐☐☐☐ 34. Mend clothing as needed.
- ☐☐☐☐ 35. Remove stains from garments as needed.
- ☐☐☐☐ 36. Sort and launder clothes using appropriate products and procedures.
- ☐☐☐☐ 37. Press or iron clothes as needed.
- ☐☐☐☐ 38. Utilize laundry and dry cleaning services as needed.

VIII. Analyze career and job opportunities.

- ☐☐☐☐ 39. Identify entry-level jobs related to clothing and textiles.
- ☐☐☐☐ 40. Relate clothing and textiles skills to other occupations.
- ☐☐☐☐ 41. Evaluate the effects of career choice on the family.

FAMILY/ INDIVIDUAL HEALTH

IX. Promote and maintain family/individual health.

- ☐☐☐☐ 42. List characteristics of a healthy person.
- ☐☐☐☐ 43. Identify habits which promote personal health.
- ☐☐☐☐ 44. Explain how to meet physical health needs of family members.
- ☐☐☐☐ 45. Outline ways to meet emotional health needs of family members.
- ☐☐☐☐ 46. Describe how to meet mental health needs of family members.
- ☐☐☐☐ 47. Outline factors, such as smoking, alcohol or drug abuse, obesity, and lack of exercise, which increase the risk of health problems.
- ☐☐☐☐ 48. Describe adjustments to long-term health problems, such as diabetes or hypertension.

X. Make appropriate family health care decisions.

- ☐☐☐☐ 49. Evaluate factors affecting family health decisions.
- ☐☐☐☐ 50. Outline procedures for selecting health care professionals and services.
- ☐☐☐☐ 51. Analyze the trend toward do-it-yourself health care.

4 3 2 1

- ☐☐☐☐ 52. Evaluate the consumer's role in decisions regarding medical treatment, drugs, and surgery.
- ☐☐☐☐ 53. Propose ways to prepare financially for illness or accident through insurance coverage and savings.
- ☐☐☐☐ 54. Identify family health resources.
- ☐☐☐☐ 55. Show how to maintain family health records.

XI. Meet safety needs of family members.

- ☐☐☐☐ 56. Outline procedures for maintaining safe and sanitary conditions in the home.
- ☐☐☐☐ 57. Summarize principles of automobile safety.
- ☐☐☐☐ 58. Summarize principles of water safety.
- ☐☐☐☐ 59. Outline fire prevention precautions.
- ☐☐☐☐ 60. Demonstrate application of first aid.
- ☐☐☐☐ 61. Explain how to handle home emergencies involving injuries.
- ☐☐☐☐ 62. Locate community resources for assistance in emergencies.

XII. Identify career and job opportunities related to family/individual health.

- ☐☐☐☐ 63. Identify entry-level jobs in family/individual health.
- ☐☐☐☐ 64. Relate ways family/individual health skills apply to other occupations.
- ☐☐☐☐ 65. Summarize ways family/individual health affects job performance.

FAMILY LIVING AND PARENTHOOD

XIII. Achieve developmental tasks of young persons.

- ☐☐☐☐ 66. Outline developmental tasks of young persons.
- ☐☐☐☐ 67. Develop personal priorities.
- ☐☐☐☐ 68. Analyze own character development.
- ☐☐☐☐ 69. Describe ways to develop and maintain mental health.
- ☐☐☐☐ 70. Analyze possible adjustments to frustration.
- ☐☐☐☐ 71. Analyze the functions of defense mechanisms in maintaining mental health and well-being.

XIV. Assess realtionships with others.

- ☐☐☐☐ 72. Analyze factors which influence relationships.
- ☐☐☐☐ 73. Clarify individual family roles.
- ☐☐☐☐ 74. Distinguish factors which influence relationships with peers.
- ☐☐☐☐ 75. Distinguish factors which influence relationships with children.
- ☐☐☐☐ 76. Distinguish factors which influence relationships with older adults.
- ☐☐☐☐ 77. Evaluate your roles in the community.

XV. Analyze family roles and functions.

- ☐☐☐☐ 78. Distinguish differences in families.
- ☐☐☐☐ 79. Outline the rights of family members.
- ☐☐☐☐ 80. Explain the responsibilities of family members.
- ☐☐☐☐ 81. Evaluate the benefits of family living.
- ☐☐☐☐ 82. Point out characteristics of families at different stages in the life cycle.

Name: _____

Comprehensive Homemaking I

Job Competencies

DIRECTIONS:
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4 3 2 1

XVI. Analyze career and job opportunities.
- ☐☐☐☐ 83. Identify entry-level jobs related to family life.
- ☐☐☐☐ 84. Relate family living skills to other occupations.
- ☐☐☐☐ 85. Evaluate the effects of career choice on the family.

FOOD AND NUTRITION

XVII. Analyze nutritional needs of family members throughout the life cycle.
- ☐☐☐☐ 86. Describe the six classifications of nutrients.
- ☐☐☐☐ 87. List good food sources for each nutrient.
- ☐☐☐☐ 88. Outline the functions of each nutrient.
- ☐☐☐☐ 89. Plan meals using the Daily Food Guide.
- ☐☐☐☐ 90. Cite the number of servings from each food group required by various age groups.
- ☐☐☐☐ 91. Compare how food requirements differ from one person to another.
- ☐☐☐☐ 92. Analyze the relationship of weight control/physical fitness and nutrition.
- ☐☐☐☐ 93. Apply the Seven Dietary Guidelines for Americans to meal planning.
- ☐☐☐☐ 94. Analyze personal nutrition.

XVIII. Manage family meals.
- ☐☐☐☐ 95. Identify efficient kitchen work techniques.
- ☐☐☐☐ 96. Utilize work simplification in food preparation.
- ☐☐☐☐ 97. Analyze the efficiency of food preparation techniques.
- ☐☐☐☐ 98. Plan ways to save time and energy.
- ☐☐☐☐ 99. Evaluate factors affecting variety in menu planning.
- ☐☐☐☐ 100. Plan menus for family meals.
- ☐☐☐☐ 101. Demonstrate effective utilization of resources in preparing meals.
- ☐☐☐☐ 102. Plan appropriate table settings.
- ☐☐☐☐ 103. Demonstrate appropriate table manners.

XIX. Apply consumer skills to food buying.
- ☐☐☐☐ 104. Identify and interpret information on labels.
- ☐☐☐☐ 105. Analyze food packaging from a consumer's viewpoint.
- ☐☐☐☐ 106. Utilize effective shopping techniques.

XX. Utilize basic kitchen skills in food preparation.
- ☐☐☐☐ 107. Develop safe practices in the kitchen.
- ☐☐☐☐ 108. Utilize sanitary practices in food handling.
- ☐☐☐☐ 109. Demonstrate proper use and care of equipment.
- ☐☐☐☐ 110. Use appropriate methods for storing food, supplies, and equipment in the kitchen.
- ☐☐☐☐ 111. Analyze special storage problems of the handicapped.
- ☐☐☐☐ 112. Interpret food preparation terms used in recipes.
- ☐☐☐☐ 113. Interpret abbreviations used in recipes.
- ☐☐☐☐ 114. Utilize appropriate equipment and techniques for measuring and mixing foods.

4 3 2 1

- ☐☐☐☐ 115. Utilize equivalent measures.
- ☐☐☐☐ 116. Select appropriate substitutes for recipe ingredients.

XXI. Prepare a variety of foods.
- ☐☐☐☐ 117. Utilize appropriate selection, storage, and cooking techniques for eggs.
- ☐☐☐☐ 118. Apply knowledge of nutrition and food preparation to selection, storage, and cooking of fruits and vegetables.
- ☐☐☐☐ 119. Apply knowledge of nutrition and food preparation to selection, storage, and cooking of quick breads, cereals, and pastas.
- ☐☐☐☐ 120. Apply knowledge of nutrition and food preparation to selection, storage, and preparation of meats, fish, and poultry.
- ☐☐☐☐ 121. Apply knowledge of nutrition and food preparation to selection, storage, and preparation of desserts.
- ☐☐☐☐ 122. Apply knowledge of nutrition and food preparation to selection, storage, and preparation of beverages.

XXII. Preserve food for future use.
- ☐☐☐☐ 123. Identify methods of food preservation.
- ☐☐☐☐ 124. Identify food preservatives.

XXIII. Analyze career and job opportunities.
- ☐☐☐☐ 125. Identify entry-level jobs in food and nutrition.
- ☐☐☐☐ 126. Relate food and nutrition skills to other occupations.
- ☐☐☐☐ 127. Analyze how nutrition affects job success.

HOME MANAGEMENT AND CONSUMER EDUCATION

XXIV. Understand the meaning of home management.
- ☐☐☐☐ 128. Explain the meaning of management.
- ☐☐☐☐ 129. Identify the purposes of management.
- ☐☐☐☐ 130. Relate the use of management to teen activities.

XXV. Identify the elements of management.
- ☐☐☐☐ 131. Identify personal priorities, goals, and standards.
- ☐☐☐☐ 132. Analyze the interrelatedness of values, goals, and standards.
- ☐☐☐☐ 133. Assess and distinguish between needs and wants.
- ☐☐☐☐ 134. Analyze priorities of needs and wants.
- ☐☐☐☐ 135. Identify various types of resources.
- ☐☐☐☐ 136. Analyze the effective use of resources.

XXVI. Use decision making procedures.
- ☐☐☐☐ 137. Identify the steps used in decision making.
- ☐☐☐☐ 138. Analyze the relationship of decision making to the elements of management.
- ☐☐☐☐ 139. Describe the interrelatedness of decisions.
- ☐☐☐☐ 140. Evaluate the role of control of human and material resources in implementing decisions.

4 3 2 1

XXVII. Manage time, energy, and income.
- ☐☐☐☐ 141. Identify ways of managing time and energy efficiently.
- ☐☐☐☐ 142. Describe work simplification techniques which conserve time and energy.
- ☐☐☐☐ 143. Plan for acquisition and utilization of teen income.
- ☐☐☐☐ 144. Evaluate use of income.
- ☐☐☐☐ 145. Identify simple record keeping techniques.

XXVIII. Analyze career and job opportunities.
- ☐☐☐☐ 146. Identify entry-level jobs related to institutional and home management and consumer education.
- ☐☐☐☐ 147. Relate the application of home management and consumer education skills to jobs in other fields.
- ☐☐☐☐ 148. Analyze the effects of career choice on life style.

HOUSING, HOME FURNISHINGS, AND EQUIPMENT

XXIX. Analyze the interrelatedness of the various factors affecting housing and the individual.
- ☐☐☐☐ 149. Describe the influence of housing and home furnishings on the family.
- ☐☐☐☐ 150. Describe psychological influences of housing and home furnishings on individuals.
- ☐☐☐☐ 151. Specify social influences of housing and home furnishings on individuals.
- ☐☐☐☐ 152. Point out how housing and home furnishings can promote intellectual development of an individual.

XXX. Analyze the significance of the elements and principles of design in housing and home furnishings.
- ☐☐☐☐ 153. Apply the elements and principles of design to housing.
- ☐☐☐☐ 154. Create space arrangments which incorporate design principles.

XXXI. Relate the role of creativity to housing and home furnishings.
- ☐☐☐☐ 155. Define creativity.
- ☐☐☐☐ 156. Summarize the influence of creativity in room arrangments.

XXXII. Assess the significance of resource conservation in the home.
- ☐☐☐☐ 157. Identify present energy and water resources.
- ☐☐☐☐ 158. List possible energy and water sources for the future.
- ☐☐☐☐ 159. Evaluate methods of energy and water conservation used in the home.

XXXIII. Manage a home.
- ☐☐☐☐ 160. Explain the importance of routine care of the home.

Name: _____

Comprehensive Homemaking II

Competencies

DIRECTIONS:
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4 3 2 1

CHILD DEVELOPMENT, CARE, AND GUIDANCE

I. Evaluate the child's development.
- ☐☐☐☐ 1. Relate principles of human development to the child.
- ☐☐☐☐ 2. Analyze factors influencing the child's development.

II. Analyze principles of prenatal development.
- ☐☐☐☐ 3. Appraise principles of prenatal development.
- ☐☐☐☐ 4. Analyze factors which contribute to the well-being of the mother and unborn child.

III. Prepare for parenthood.
- ☐☐☐☐ 5. Identify characteristics contributing to effective parenting.
- ☐☐☐☐ 6. Analyze psychological preparation for parenthood.
- ☐☐☐☐ 7. Assess expenses during the prenatal and postnatal periods.

IV. Appraise neonate development.
- ☐☐☐☐ 8. Explain characteristics of the neonate.

V. Evaluate infant's development.
- ☐☐☐☐ 9. Analyze the development of the infant.
- ☐☐☐☐ 10. Analyze the effects of various factors on the infant's development.

VI. Analyze principles of development of the child from toddler age through five years.
- ☐☐☐☐ 11. Identify growth changes of the child from toddler age through five years.
- ☐☐☐☐ 12. Appraise principles of development for the child from toddler age through five years.

VII. Analyze career and job opportunities related to the field of child development.
- ☐☐☐☐ 13. Identify professional job and career opportunities related to child development.

CLOTHING AND TEXTILES

VIII. Select and care for the textiles used in clothing.
- ☐☐☐☐ 14. Relate manufacture of various textiles to consumer needs.
- ☐☐☐☐ 15. Relate characteristics of natural and synthetic fibers and blends to use and care.
- ☐☐☐☐ 16. Describe methods of producing various fabrics and their finishes.
- ☐☐☐☐ 17. Evaluate and interpret textile labels.
- ☐☐☐☐ 18. Interpret consumer information related to clothing and textiles.

IX. Buy clothing to fit individual and family needs and resources.
- ☐☐☐☐ 19. Identify factors to consider in planning and managing a clothing wardrobe.
- ☐☐☐☐ 20. Apply buying principles to clothing purchases.
- ☐☐☐☐ 21. Manage clothing resources effectively.

X. Purchase and operate sewing equipment.
- ☐☐☐☐ 22. Identify guidelines to follow when selecting a sewing machine and sewing equipment.
- ☐☐☐☐ 23. Identify available machine stitches and their uses.
- ☐☐☐☐ 24. Demonstrate the use of sewing machine attachments.
- ☐☐☐☐ 25. Use the sewing machine and attachments.
- ☐☐☐☐ 26. Care for the sewing machine, making adjustments and repairs as needed.

XI. Repair and renovate clothing.
- ☐☐☐☐ 27. Utilize appropriate hand stitches in clothing repair.
- ☐☐☐☐ 28. Use appropriate clothing repair techniques.
- ☐☐☐☐ 29. Renovate old clothing to create updated wearable garments.

XII. Construct or alter clothing for self and/or family members.
- ☐☐☐☐ 30. Alter a pattern to fit the intended wearer.
- ☐☐☐☐ 31. Select fabrics and notions appropriate for a specific garment.
- ☐☐☐☐ 32. Construct a garment using appropriate management and construction techniques.
- ☐☐☐☐ 33. Fit and alter garment during construction.
- ☐☐☐☐ 34. Evaluate garment construction.

XIII. Alter, recycle, and/or design garments.
- ☐☐☐☐ 35. Describe characteristics of a well-fitted garment.
- ☐☐☐☐ 36. Apply knowledge of the principles of fit to garment alteration.
- ☐☐☐☐ 37. Use appropriate techniques for altering ready-to-wear garments.

XIV. Select appropriate clothing for family members throughout the life cycle.
- ☐☐☐☐ 38. Describe the clothing needs of a specific child.
- ☐☐☐☐ 39. Identify features needed in children's clothing.
- ☐☐☐☐ 40. Utilize consumer skills in buying children's clothing.
- ☐☐☐☐ 41. Construct garments appropriate for a specific child.

XV. Analyze career and job opportunities.
- ☐☐☐☐ 42. Identify professional career opportunities related to clothing and textiles.
- ☐☐☐☐ 43. Describe opportunities for career advancement in clothing and textiles careers.

FAMILY/ INDIVIDUAL HEALTH

XVI. Relate public health to family/individual health.
- ☐☐☐☐ 44. Identify major health concerns.
- ☐☐☐☐ 45. Evaluate situations affecting community health.
- ☐☐☐☐ 46. Analyze community health issues.

XVII. Provide appropriate home care for various illnesses.
- ☐☐☐☐ 47. Identify signs of illness.
- ☐☐☐☐ 48. Describe the causes, symptoms, transmission, and prevention of communicable diseases.
- ☐☐☐☐ 49. Plan for provision of home care of various illnesses.

XVIII. Provide home care for a handicapped family member.
- ☐☐☐☐ 50. Identify characteristics associated with various handicaps.
- ☐☐☐☐ 51. Describe care required by persons with various handicaps.
- ☐☐☐☐ 52. Identify resources available to the handicapped.
- ☐☐☐☐ 53. Describe family adjustments when a family member is handicapped.

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Competencies

4 3 2 1

XIX. Analyze career and job opportunities related to family/individual health.

☐☐☐☐ 54. Identify professional job and career opportunities related to family/individual health.

FAMILY LIVING AND PARENTHOOD

XX. Realistically assess patterns of dating and the process of mate selection.

☐☐☐☐ **55. Describe adjustments of the single adult.**
☐☐☐☐ **56. Analyze the process of mate selection.**
☐☐☐☐ **57. Identify the functions of engagement.**
☐☐☐☐ 58. Analyze marriage laws and customs.
☐☐☐☐ **59. Outline adjustments necessitated by marriage.**

XXI. Assess the components of responsible parenthood.

☐☐☐☐ **60. Analyze factors in preparation for parenthood.**
☐☐☐☐ **61. Analyze the responsibilities of parenting.**
☐☐☐☐ **62. Evaluate alternatives to natural parenting.**

XXII. Analyze career and job opportunities.

☐☐☐☐ **63. Identify professional career opportunities related to family living.**

FOOD AND NUTRITION

XXIII. Plan nutritious meals and snacks.

☐☐☐☐ **64. Analyze nutritional requirements of infants and children.**
☐☐☐☐ **65. Plan nutritious snacks and meals for teens.**
☐☐☐☐ **66. Analyze the effects of individual differences on food requirements of adults.**
☐☐☐☐ **67. Identify nutritional requirements of the elderly.**
☐☐☐☐ **68. Explain the importance of good nutrition during pregnancy.**
☐☐☐☐ 69. Indicate specific nutritional requirements of nursing mothers.
☐☐☐☐ 70. Analyze the importance of proper diets in relation to specific illnesses.

XXIV. Serve foods attractively.

☐☐☐☐ **71. Utilize casual styles of service appropriate for family meals.**
☐☐☐☐ 72. Plan food and service for informal entertaining.
☐☐☐☐ **73. Utilize practical etiquette in family meals and informal entertaining.**

XXV. Apply consumer skills to food buying.

☐☐☐☐ **74. Identify new trends in shopping which can affect family food costs.**
☐☐☐☐ **75. Identify government agencies which regulate business or agriculture, or protect consumers.**
☐☐☐☐ **76. Analyze the role of advertising on family food purchases.**
☐☐☐☐ 77. Identify industrial developments that affect the family food supply.
☐☐☐☐ **78. Plan low-cost family meals.**
☐☐☐☐ **79. Utilize weekly menu plans.**

XXVI. Utilize basic skills in kitchen planning and management.

☐☐☐☐ 80. Describe the importance of pest control in the home.
☐☐☐☐ 81. Identify and evaluate kitchen work areas for efficient family meal preparation.
☐☐☐☐ 82. Demonstrate proper selection, use, and care of small equipment.
☐☐☐☐ 83. Identify effective equipment substitutions.

4 3 2 1

XXVII. Prepare a variety of foods.

☐☐☐☐ 84. Prepare a variety of nutritious appetizers and garnishes.
☐☐☐☐ 85. Apply knowledge of nutrition to the selection of condiments.
☐☐☐☐ **86. Apply knowledge of nutrition and food preparation to selection, storage, and cooking of cheese and milk for family meals.**
☐☐☐☐ **87. Apply knowledge of nutrition and food preparation to selection, storage, and cooking of soups and sauces for family meals.**
☐☐☐☐ **88. Apply knowledge of nutrition and food preparation to selection, storage, and baking of yeast breads for family meals.**
☐☐☐☐ **89. Apply knowledge of nutrition and food preparation to salads for family meals.**
☐☐☐☐ **90. Apply knowledge of nutrition and food preparation to selection, storage, and preparation of meats, fish, and poultry for family meals.**
☐☐☐☐ **91. Apply knowledge of nutrition and food preparation to cakes and frostings for family meals.**

XXVIII. Preserve food for future use.

☐☐☐☐ 92. Utilize acceptable methods for preparing jams, jellies, and preserves.
☐☐☐☐ 93. Utilize acceptable methods for home canning of foods.
☐☐☐☐ 94. Utilize acceptable methods for freezing foods.
☐☐☐☐ 95. Utilize acceptable techniques for drying foods at home.

XXIX. Analyze career and job opportunities.

☐☐☐☐ **96. Identify career opportunities related to food and nutrition.**
☐☐☐☐ 97. Identify educational opportunities related to food and nutrition careers.

HOME MANAGEMENT AND CONSUMER EDUCATION

XXX. Use decision making in management.

☐☐☐☐ **98. Identify the role of decisions in living.**
☐☐☐☐ **99. Explain the relationship of decisions and management.**
☐☐☐☐ **100. Apply the steps in the management process.**
☐☐☐☐ 101. Identify different types of decisions.
☐☐☐☐ **102. Analyze the influences on decision making.**

XXXI. Relate decision making and management to family living.

☐☐☐☐ **103. Analyze the interaction of individual and family in establishing goals and developing goal priorities.**
☐☐☐☐ 104. Utilize individual and family resources to reach goals.

XXXII. Manage household tasks.

☐☐☐☐ 105. Analyze necessary household tasks.
☐☐☐☐ **106. Identify resources used in homemaking.**
☐☐☐☐ **107. Organize household tasks.**
☐☐☐☐ **108. Analyze the management of tasks.**

XXXIII. Manage family money.

☐☐☐☐ 109. Identify family income sources and uses.
☐☐☐☐ **110. Develop family spending plans.**
☐☐☐☐ **111. Select types of savings appropriate for specific purposes.**

4 3 2 1

XXXIV. Make wise consumer decisions.

☐☐☐☐ **112. Identify sources of consumer information.**
☐☐☐☐ **113. Plan buying in relation to goals.**
☐☐☐☐ 114. Analyze influences on buying.
☐☐☐☐ **115. Utilize comparative shopping.**
☐☐☐☐ 116. Identify methods of payment.
☐☐☐☐ 117. Analyze the effect of consumer practices on market prices.

XXXV. Analyze career and job opportunities.

☐☐☐☐ **118. Identify career opportunities related to institutional and home management and consumer education.**
☐☐☐☐ 119. Identify career advancement opportunities for institutional and home management careers and consumer education careers.

HOUSING, HOME FURNISHINGS, AND EQUIPMENT

XXXVI. Analyze functions of housing.

☐☐☐☐ 120. Describe ways housing gives protection to its occupants.
☐☐☐☐ 121. Justify the needs of individuals for a permanent housing base or headquarters.
☐☐☐☐ 122. Describe ways housing provides privacy for its occupants.
☐☐☐☐ 123. Identify ways individuals express creativity through housing.

XXXVII. Justify the needs of individuals for living space.

☐☐☐☐ **124. Describe living space needs based on the differences in individuals and families.**
☐☐☐☐ **125. Identify factors to consider when planning storage and work areas.**

XXXVIII. Assess housing choices available for individuals and families.

☐☐☐☐ **126. Identify the types of housing available.**
☐☐☐☐ **127. Evaluate various aspects of living space.**
☐☐☐☐ **128. Assess consumer concerns related to housing.**

XXXIX. Analyze factors influencing interior decoration of housing.

☐☐☐☐ **129. Relate influence of background elements to the total atmosphere of a room.**
☐☐☐☐ **130. Point out factors to consider when selecting and arranging furniture.**
☐☐☐☐ **131. Point out factors to consider in furnishing a room.**

XL. Analyze factors influencing renovation and remodeling of housing.

☐☐☐☐ **132. Identify general considerations in renovation and remodeling of housing.**
☐☐☐☐ **133. Evaluate the importance of planning in renovation and remodeling of housing.**

XLI. Analyze career and job opportunities related to housing, home furnishings, and equipment.

☐☐☐☐ **134. Identify professional career opportunities related to housing, home furnishings, and equipment.**
☐☐☐☐ 135. Project trends for professional job opportunities related to housing, home furnishings, and equipment.

Comprehensive Homemaking III

Competencies

DIRECTIONS:
Use the rating scale to the right to evaluate the student. Check the appropriate number to indicate the degree of competency. The numerical ratings of 4, 3, 2, and 1 are not intended to represent the traditional school grading system of A, B, C, and D. Ratings should reflect the student's JOB READINESS rather than the grade given in the class.

RATING SCALE:
4 - Skilled–can work independently with no supervision.
3 - Moderately Skilled–can perform job completely with limited supervision.
2 - Limited Skill–requires instruction and close supervision.
1 - No Exposure–no experience or knowledge in this area.

4 3 2 1

CHILD DEVELOPMENT, CARE, AND GUIDANCE

I. Evaluate the development of the school-age child.
- ☐☐☐☐ 1. Analyze the physical development of the child.
- ☐☐☐☐ 2. Analyze the effects of various factors on the child's cognitive development.
- ☐☐☐☐ 3. Analyze factors which contribute to the child's social, emotional, and personality development.
- ☐☐☐☐ 4. List factors affecting the development of the exceptional child.

II. Identify the commitments and demands of child care.
- ☐☐☐☐ 5. Analyze factors which influence the demands of child care.
- ☐☐☐☐ 6. Analyze various methods of discipline and guidance.
- ☐☐☐☐ 7. Point out factors affecting the child's health and safety.

III. Assess child care alternatives.
- ☐☐☐☐ 8. Analyze factors relating to an in-family child care center for the school-age child.
- ☐☐☐☐ 9. Analyze factors relating to caregiver programs for the school-age child.

IV. Summarize community resources which contribute to the education, growth, and development of the school-age child.
- ☐☐☐☐ 10. Assess community resources providing child care services.

V. Analyze factors related to child care and development career preparation.
- ☐☐☐☐ 11. Identify quality characteristics of caregiver.
- ☐☐☐☐ 12. Analyze factors necessary for establishing a child care facility.

CLOTHING AND TEXTILES

VI. Analyze the role of fashion and apparel in society.
- ☐☐☐☐ 13. Define fashion terms.
- ☐☐☐☐ 14. Describe historical influences on fashions.
- ☐☐☐☐ 15. Identify fashion cycles.
- ☐☐☐☐ 16. Describe the importance of fashion in meeting human needs.
- ☐☐☐☐ 17. Relate fashions to lifestyles.
- ☐☐☐☐ 18. Point out the relationships between the apparel industry, the economy, and the consumer.
- ☐☐☐☐ 19. Evaluate factors in an individual's lifestyle which are influenced by fashion.

4 3 2 1

VII. Analyze factors influencing the fashion apparel industry.
- ☐☐☐☐ 20. Outline locations and activities of one fashion and apparel industry.
- ☐☐☐☐ 21. Define fashion and apparel industry terminology.
- ☐☐☐☐ 22. Identify laws, policies, and regulations related to the fashion apparel industry.
- ☐☐☐☐ 23. Analyze the effects of the fashion apparel industry on health, safety, energy use, and the environment.

VIII. Select appropriate clothing for family members throughout the life cycle.
- ☐☐☐☐ 24. Analyze factors influencing family clothing decisions.
- ☐☐☐☐ 25. Outline clothing needs for family members at specific periods of the family life cycle.
- ☐☐☐☐ 26. Analyze clothing needs for handicapped persons.

IX. Construct or alter clothing for self and/or family members.
- ☐☐☐☐ 27. Select and fit a designer pattern.
- ☐☐☐☐ 28. Select, cut, and mark special or problem fabrics.
- ☐☐☐☐ 29. Use advanced construction techniques, including tailoring.

X. Alter, recycle and/or design garments.
- ☐☐☐☐ 30. Recycle old garments into wearable garments.
- ☐☐☐☐ 31. Modify basic garments to create new designs.
- ☐☐☐☐ 32. Combine patterns to create new designs.
- ☐☐☐☐ 33. Sketch new garment designs.
- ☐☐☐☐ 34. Use slopers to develop patterns for new garment designs.
- ☐☐☐☐ 35. Create new garment designs by draping.
- ☐☐☐☐ 36. Design garments to meet children's growth and activity needs.
- ☐☐☐☐ 37. Design garments for self and/or family members.

XI. Analyze job and career opportunities.
- ☐☐☐☐ 38. Identify various types of clothing businesses.
- ☐☐☐☐ 39. Describe facilities needed for a clothing business.
- ☐☐☐☐ 40. Identify possible sources of capital and the kinds of capital required to start a small business.

4 3 2 1
- ☐☐☐☐ 41. Identify potential customers before starting a business.
- ☐☐☐☐ 42. Describe the basic forms which provide documentation of a business's operation.
- ☐☐☐☐ 43. Maintain records needed by a small business.
- ☐☐☐☐ 44. Analyze ways to eliminate stress, tension, and fatigue from work procedures.

FAMILY/ INDIVIDUAL HEALTH

XII. Relate public health to family/individual health.
- ☐☐☐☐ 45. Describe factors contributing to world health problems.
- ☐☐☐☐ 46. Identify public health organizations.
- ☐☐☐☐ 47. Describe methods for providing a safe environment.

XIII. Provide home care for an elderly family member.
- ☐☐☐☐ 48. Identify physical, mental, and emotional changes occurring in the aging process.
- ☐☐☐☐ 49. Describe the physical care needs of the elderly.
- ☐☐☐☐ 50. Identify safety equipment needed by the elderly.
- ☐☐☐☐ 51. Evaluate health care options for elderly persons.
- ☐☐☐☐ 52. Describe family adjustments related to living in an extended family.

XIV. Provide home care for a terminally ill family member.
- ☐☐☐☐ 53. Describe emotional reactions to a "terminal" diagnosis.
- ☐☐☐☐ 54. Describe the importance of attitude in terminal illness.
- ☐☐☐☐ 55. Identify adjustments in living with a terminally ill family member.
- ☐☐☐☐ 56. Outline the stages in the grief process.

XV. Identify career and job oppourtunities related to family/individual health.
- ☐☐☐☐ 57. Outline procedures for home health care providers.
- ☐☐☐☐ 58. Analyze business practices for home health care providers.

FAMILY LIVING AND PARENTHOOD

XVI. Analyze factors contributing to successful family living.
- ☐☐☐☐ 59. Describe the history of the family.
- ☐☐☐☐ 60. Outline the basic tasks of families.

[Continued on back]

Competencies

4 3 2 1

- ☐☐☐☐ 61. Analyze the effects of culture on the family.
- ☐☐☐☐ **62. Analyze laws related to the family.**
- ☐☐☐☐ 63. Describe the impact of change on the family.

XVII. Distinguish characteristics of each stage of the family life cycle.

- ☐☐☐☐ 64. Outline the characteristics of the family at each stage of the family life cycle.
- ☐☐☐☐ **65. Point out possible adjustments, problems, and rewards at each stage of the family life cycle.**
- ☐☐☐☐ **66. Identify support systems and services available to the family at each stage of the family life cycle.**

XVIII. Manage family problems and crises.

- ☐☐☐☐ 67. Identify crises which a family may face.
- ☐☐☐☐ 68. Describe methods and resources for preventing crises.
- ☐☐☐☐ **69. Analyze family problems and crises.**
- ☐☐☐☐ **70. Analyze approaches for coping with family problems and crises.**

XIX. Develop interpersonal skills needed for job success.

- ☐☐☐☐ 71. Explain kinds of communication.
- ☐☐☐☐ **72. Assess components of meaningful communication.**
- ☐☐☐☐ **73. Analyze group influences on individual behavior.**

XX. Formulate a personal philosophy of life.

- ☐☐☐☐ 74. Describe the functions of philosophy and philosophers.
- ☐☐☐☐ 75. Define philosophy of life.
- ☐☐☐☐ 76. Identify factors influencing personal philosophies.
- ☐☐☐☐ 77. Formulate a personal philosophy of life.

XXI. Analyze career and job opportunities.

- ☐☐☐☐ **78. Identify job and career opportunities related to family living.**
- ☐☐☐☐ **79. Analyze the interrelationship of employment and home life.**

FOOD AND NUTRITION

XXII. Determine nutritional needs of family members.

- ☐☐☐☐ 80. Outline the basic processes of digestion, absorption, and metabolism.
- ☐☐☐☐ **81. Summarize common nutrient deficiencies and resulting diseases.**
- ☐☐☐☐ **82. Analyze current nutritional issues.**
- ☐☐☐☐ **83. Plan diets for individuals with special nutritional needs.**
- ☐☐☐☐ **84. Analyze factors affecting the world food supply and efforts to improve world nutrition.**

XXIII. Manage family meals.

- ☐☐☐☐ **85. Apply nutritional knowledge and food preparation skills to special occasion meals and functions.**
- ☐☐☐☐ **86. Plan meal service for formal and informal entertainment.**
- ☐☐☐☐ 87. Utilize appropriate etiquette for formal occasions.

XXIV. Apply consumer skills to food buying.

- ☐☐☐☐ 88. Identify the services provided to the food consumer by government regulatory agencies.

4 3 2 1

- ☐☐☐☐ 89. Identify food assistance programs available to individuals and families.
- ☐☐☐☐ 90. Evaluate effective procedures for complaining about food products or services.

XXV. Utilize basic skills in kitchen planning and management.

- ☐☐☐☐ 91. Describe appropriate procedures for preventing food contamination.
- ☐☐☐☐ 92. Store food appropriately to preserve freshness and prevent contamination.
- ☐☐☐☐ **93. Select major kitchen equipment.**
- ☐☐☐☐ **94. Compare energy consumption of various kitchen appliances.**
- ☐☐☐☐ 95. Plan adaptation of kitchen equipment to meet the needs of the physically handicapped.
- ☐☐☐☐ **96. Plan kitchen work areas.**

XXVI. Prepare a variety of foods.

- ☐☐☐☐ 97. Apply knowledge of nutrition and food preparation to pastry and pies.
- ☐☐☐☐ 98. Apply knowledge of nutrition and food preparation to appetizers.
- ☐☐☐☐ 99. Apply knowledge of nutrition and food preparation to foreign foods.
- ☐☐☐☐ **100. Utilize specialized equipment in food preparation.**

XXVII. Evaluate commercial food processing in terms of family health.

- ☐☐☐☐ **101. Evaluate the use of food additives in processed foods.**
- ☐☐☐☐ **102. Analyze food processing and marketing techniques.**
- ☐☐☐☐ 103. Outline new trends in food processing.

XXVIII. Preserve food for future use.

- ☐☐☐☐ 104. Apply nutritional knowledge and food preparation skills to home preservation of foods.
- ☐☐☐☐ 105. Prepare convenience foods at home.
- ☐☐☐☐ 106. Demonstrate physical and chemical properties of foods.
- ☐☐☐☐ 107. Show creativity in preparing and serving food.

XXIX. Analyze career and job opportunities.

- ☐☐☐☐ **108. Describe knowledge and skills needed for a food service career.**
- ☐☐☐☐ **109. Outline procedures for establishing a food service business.**

HOME MANAGEMENT AND CONSUMER EDUCATION

XXX. Use management in the home.

- ☐☐☐☐ **110. Identify management patterns throughout the family life cycle.**
- ☐☐☐☐ **111. Evaluate influences on family management practices.**
- ☐☐☐☐ **112. Analyze roles of family members in home management.**

XXXI. Relate community resources to family management.

- ☐☐☐☐ **113. Identify available community resources.**
- ☐☐☐☐ **114. Plan ways to use community resources.**
- ☐☐☐☐ 115. Identify methods for conserving resources.
- ☐☐☐☐ 116. Explain the interdependency of home and community in family management.

4 3 2 1

XXXII. Manage family finances.

- ☐☐☐☐ 117. Identify family life style.
- ☐☐☐☐ 118. Outline sources of family income.
- ☐☐☐☐ **119. Plan family finances.**
- ☐☐☐☐ 120. Explain the importance of keeping family records.
- ☐☐☐☐ 121. Analyze buying to meet family needs.
- ☐☐☐☐ **122. Identify ways of achieving family security.**
- ☐☐☐☐ **123. Evaluate wise use of bank services.**
- ☐☐☐☐ **124. Evaluate wise use of credit.**
- ☐☐☐☐ 125. Outline consumer responsibilities.

XXXIII. Analyze career and job opportunities.

- ☐☐☐☐ **126. Outline procedures for starting a business related to home management.**
- ☐☐☐☐ 127. Demonstrate an understanding of business procedures.

HOUSING, HOME FURNISHINGS, AND EQUIPMENT

XXXIV. Analyze the factors affecting housing needs throughout the life cycle.

- ☐☐☐☐ **128. Describe environmental factors affecting housing needs.**
- ☐☐☐☐ **129. Describe human factors affecting housing needs.**
- ☐☐☐☐ 130. Identify special requirements affecting housing needs.

XXXV. Analyze the legal and financial aspects of obtaining housing.

- ☐☐☐☐ 131. Analyze the various factors affecting the cost of housing.
- ☐☐☐☐ 132. Point out the advantages and disadvantages of home ownership.

XXXVI. Evaluate options for housing the family.

- ☐☐☐☐ 133. Identify styles of architecture to meet individual and family needs and interests.
- ☐☐☐☐ **134. Describe current housing trends.**
- ☐☐☐☐ **135. Relate housing to family needs.**

XXXVII. Evaluate factors to consider in selecting home furnishings and equipment.

- ☐☐☐☐ **133. Identify characteristics of household textiles.**
- ☐☐☐☐ **137. Select household linens.**
- ☐☐☐☐ **138. Select window treatments for various types of windows.**
- ☐☐☐☐ **139. Select various types of floor coverings.**
- ☐☐☐☐ **140. Obtain furniture.**
- ☐☐☐☐ **141. Select major home appliances.**
- ☐☐☐☐ **142. Obtain accessories for the home.**
- ☐☐☐☐ **143. Develop plans for obtaining home furnishings.**

XXXVIII. Analyze factors influencing home maintenance responsibilities and operating costs.

- ☐☐☐☐ **144. Operate and maintain a home efficiently.**
- ☐☐☐☐ **145. Summarize the routine and occasional home care tasks.**
- ☐☐☐☐ 146. Identify community and family responsibility for home care and maintenance tasks.

XXXIX. Analyze career and job opportunities related to housing, home furnishings, and equipment.

- ☐☐☐☐ **147. Examine job and career opportunities related to housing, home furnishings, and equipment.**

HOME FURNISHINGS AND EQUIPMENT MANAGEMENT, PRODUCTION, AND SERVICES

COMPETENCIES

DIRECTIONS: Use the rating scale below to evaluate the student. Check the appropriate number to indicate the degree of competency. The numerical ratings of 4, 3, 2, and 1 are not intended to represent the traditional school grading system of A, B, C, and D. Ratings should reflect the student's JOB READINESS rather than the grade given in the class.

RATING SCALE: 4 - Skilled– can work independently with no supervision.
3 - Moderately Skilled–can perform job completely with limited supervision.
2 - Limited Skill–requires instruction and close supervision.
1 - No Exposure–no experience or knowledge in this area.

4	3	2	1	
				I. Manage business responsibilities related to home furnishings, equipment, and services.
☐	☐	☐	☐	1. Identify competencies needed to be an effective home furnishings, equipment, and services employee.
☐	☐	☐	☐	2. Describe qualities which lead to job success in home furnishings, equipment, and services jobs.
☐	☐	☐	☐	3. Handle complaints and human relations problems.
☐	☐	☐	☐	4. Formulate merchandising policies, coordinate merchandising activities and apply merchandising techniques for profit.
☐	☐	☐	☐	5. Prepare and maintain records, correspondence, and forms.
☐	☐	☐	☐	6. Plan and analyze finances, costs, and sales.
☐	☐	☐	☐	7. Identify and observe applicable government regulations.
☐	☐	☐	☐	8. Develop, evaluate, and implement organizational goals, store or business rules, policies, and procedures.
☐	☐	☐	☐	9. Supervise equipment selection, purchase, use, and care.
☐	☐	☐	☐	10. Maintain safe working conditions.
☐	☐	☐	☐	11. Identify procedures used to plan, interview, hire, evaluate, and discharge, staff.
☐	☐	☐	☐	12. Train, supervise, and motivate employees.
☐	☐	☐	☐	13. Prepare work schedules and job assignments.
☐	☐	☐	☐	14. Relieve or assist other employees during emergencies or rush periods.
☐	☐	☐	☐	15. Plan, purchase, route and price merchandise and/or supplies.
☐	☐	☐	☐	16. Complete shipping, receiving, and purchasing reports.
☐	☐	☐	☐	17. File claims for merchandise damages, shortages, overcharges, and substitutions.
☐	☐	☐	☐	18. Select merchandise, plan and prepare advertisements, sales promotion and special sales events.
☐	☐	☐	☐	19. Keep records on sales of advertised merchandise.

4	3	2	1	
☐	☐	☐	☐	20. Plan and schedule store displays.
☐	☐	☐	☐	21. Select and construct decorative props and merchandise signs for use in displays.
☐	☐	☐	☐	22. Set up, light effectively, maintain, and evaluate store and window displays.
☐	☐	☐	☐	23. Receive, check, and store merchandise.
☐	☐	☐	☐	24. Unpack, assemble, prepare, and price mark merchandise.
☐	☐	☐	☐	25. Stock sales floor, shelves, and racks.
☐	☐	☐	☐	26. Take inventories and stock counts.
☐	☐	☐	☐	27. Maintain, organize, and file product information, catalogs, and price lists.
☐	☐	☐	☐	28. Use appropriate procedures for sending mail, parcels, and/or freight.
☐	☐	☐	☐	29. Select, use, care for, and store cleaning equipment and supplies.
☐	☐	☐	☐	30. Observe safety precautions in the use of cleaning equipment and supplies.
☐	☐	☐	☐	31. Schedule and prepare deliveries.
☐	☐	☐	☐	32. Load delivery vehicle and deliver merchandise.
				II. Coordinate various components of home interiors.
☐	☐	☐	☐	33. Use correct textile terminology.
☐	☐	☐	☐	34. Recognize and point out textile characteristics and care requirements.
☐	☐	☐	☐	35. Explain textile legislation, standards, and labeling.
☐	☐	☐	☐	36. Recognize effective use of elements and principles of design in home furnishings.
☐	☐	☐	☐	37. Coordinate floors, walls, ceilings, furnishings, and accessories in a room.
☐	☐	☐	☐	38. Utilize the elements and principles of design.
☐	☐	☐	☐	39. Use correct terminology to describe floor, wall, and ceiling treatments.
☐	☐	☐	☐	40. Identify care, appearance, and use of basic floor coverings, and wall and ceiling treatments.
☐	☐	☐	☐	41. Coordinate floor coverings, and wall and ceiling treatment samples with fabrics and accessories.

4	3	2	1	
☐	☐	☐	☐	42. Determine factors considered important by the customer in the selection of material for floors, walls, and ceilings.
☐	☐	☐	☐	43. Measure and prepare estimates of floor or wall covering needed, and cost of materials and installation.
☐	☐	☐	☐	44. Assist client in assembling materials, tools, and/or equipment required for installation of floor coverings, wall and ceiling treatments.
☐	☐	☐	☐	45. Reproduce paint formulas accurately to meet customer's needs.
☐	☐	☐	☐	46. Describe procedures for application of floor, wall, and ceiling treatments.
☐	☐	☐	☐	47. Use correct terminology to describe furniture styles and construction details.
☐	☐	☐	☐	48. Identify the basic characteristics of the major periods and styles of furniture.
☐	☐	☐	☐	49. Determine factors considered important by the customer in the selection of furniture, and make recommendations.
☐	☐	☐	☐	50. Point out upholstery fabrics and construction details suitable for furniture style, period, room decor, and use.
☐	☐	☐	☐	51. Identify types of windows, parts of a window, and possible window treatments for each type of window.
☐	☐	☐	☐	52. Use correct terminology to describe characteristics of different types and qualities of various windows and window treatments.
☐	☐	☐	☐	53. Select and suggest window treatments to fit specific windows and to enhance room decor.
☐	☐	☐	☐	54. Take accurate measurements for draperies or curtains.
☐	☐	☐	☐	55. Identify decorative accessories and their functions in decorating schemes.
☐	☐	☐	☐	56. Coordinate accessories in homes and in store displays.
☐	☐	☐	☐	57. Select, arrange, and mount pictures and wall accessories.

☐☐☐☐ 58. Advise customers on appropriateness and placement of lamps and fixtures.

☐☐☐☐ 59. Recognize and describe various types and pieces of tableware, glassware, and flatware.

☐☐☐☐ 60. Provide the customer with information about the quality and availability of tableware, glassware, and flatware.

☐☐☐☐ 61. Interpret labels and specifications on household linens.

☐☐☐☐ 62. Identify and describe quality features and uses of various household linens.

☐☐☐☐ 63. Assist customers in selecting and coordinating table appointments and household linens.

☐☐☐☐ 64. Arrange harmonious table settings using tableware, table linens, and centerpieces.

☐☐☐☐ 65. Fill out cards in the bridal registry, and maintain records of purchases.

☐☐☐☐ 66. Demonstrate display and assist customer in selecting, and arranging home appliances, kitchen equipment, and utensils.

_ _ _ _ III. Assist, consult, and work with customers and clients.

☐☐☐☐ 67. Approach, greet, and assist customers with selections.

☐☐☐☐ 68. Assist the designer with consulting in the client's home.

☐☐☐☐ 69. Identify the usage and requirements of different rooms in the customer's home.

☐☐☐☐ 70. Answer customers' questions about merchandise, quality features, trends, signs, locations, guarantees, and catalogs.

☐☐☐☐ 71. Take accurate measurements of a room or area.

☐☐☐☐ 72. Prepare simple scaled drawings of rooms in client's home.

☐☐☐☐ 73. Evaluate furniture arrangements in relation to decorating problems.

☐☐☐☐ 74. Make cost estimates, and propose room designs within client's decorating budget.

☐☐☐☐ 75. Assist in preparing room layouts and making presentations.

☐☐☐☐ 76. Help customers reach buying decisions.

☐☐☐☐ 77. Prepare special merchandise orders and work/price orders, including sketches of details when needed.

☐☐☐☐ 78. Coordinate fabric, notions, and trims; and estimate yardage required for draperies, bedspreads, table linens, upholstery, and decorative accessories.

☐☐☐☐ 79. Compute costs of fabric from measurements, work specifications, and type of fabric and prepare sales slip.

☐☐☐☐ 80. Use cash register in receipt of payments for cash and charge sales.

☐☐☐☐ 81. Interpret credit card application procedures, and credit and billing procedures to customers.

☐☐☐☐ 82. Assist in following up on deliveries, installations, adjustments, and customer complaints.

_ _ _ _ IV. Care for, prepare, arrange, and assist customers with the selection of flowers, foliage, plants, and related items.

☐☐☐☐ 83. Identify various types of fresh, dried, and permanent flowers, foliage, and plants using appropriate terms.

☐☐☐☐ 84. Pot, repot, and propagate plants by various methods.

☐☐☐☐ 85. Follow correct procedures for storing and managing stock of flowers, foliage, greens, plants, and arrangements.

☐☐☐☐ 86. Take measures to prevent, control, or treat common plant pests and diseases.

☐☐☐☐ 87. Advise customers regarding the care required for fresh and permanent arrangements.

☐☐☐☐ 88. Suggest fresh and permanent floral arrangements suitable for specific purposes.

☐☐☐☐ 89. Estimate and verify cost and information for floral arrangements requested.

☐☐☐☐ 90. Prepare customer order forms for flowers, greens, and potted plants.

☐☐☐☐ 91. Describe and use out-of-town delivery services.

☐☐☐☐ 92. Use and maintain floral design tools, equipment, and supplies.

☐☐☐☐ 93. Maintain a floral workstation with proper tools and supplies.

☐☐☐☐ 94. Build an idea file of creative floral settings for special occasions.

☐☐☐☐ 95. Select natural or permanent flowers and foliage for use in arrangements.

☐☐☐☐ 96. Use mechanical aids and floral wire in fresh and permanent arrangements, corsages, and bouquets.

☐☐☐☐ 97. Select, care for, and store containers for arrangements.

☐☐☐☐ 98. Design and construct floral arrangements using basic designs.

☐☐☐☐ 99. Design and construct floral arrangements for specific settings, weddings, funerals, holidays, and special occasions.

☐☐☐☐ 100. Construct boutonnieres, corsages, and bouquets for specified occasions.

☐☐☐☐ 101. Coordinate floral settings with giftwares, props, and supplies for use in displays and homes.

☐☐☐☐ [illegible]. Make minor repairs on damaged arrangements to customer's satisfaction.

_ _ _ _ [illegible]. Select, store, use, and care for sewing tools and equipment.

☐☐☐☐ 103. Identify, use, care for, and store sewing and pressing equipment.

☐☐☐☐ 104. Select and purchase sewing and pressing equipment.

☐☐☐☐ 105. Select and purchase fabric, sewing supplies, and notions.

☐☐☐☐ 106. Thread, adjust, operate, and maintain a domestic sewing machine.

☐☐☐☐ 107. Identify types of industrial sewing machines and their stitches.

☐☐☐☐ 108. Thread, adjust, safely operate and maintain industrial sewing machines.

☐☐☐☐ 109. Adjust machine chair and treadle to fit operator.

☐☐☐☐ 110. Select and use appropriate machine stitching techniques.

☐☐☐☐ 111. Rip stitches without damaging fabric.

☐☐☐☐ 112. Select and make appropriate hand stitches.

☐☐☐☐ 113. Determine and use pressing techniques suitable for fabric.

_ _ _ _ VI. Construct and install a variety of window treatments.

☐☐☐☐ 114. Interpret and follow work orders for construction of draperies.

☐☐☐☐ 115. Figure the cutting lengths and widths of panels and lining for draperies.

☐☐☐☐ 116. Measure, cut, and mark fabrics for draperies and curtains.

☐☐☐☐ 117. Sort and bundle window treatment or accessory parts for delivery to assembly areas.

☐☐☐☐ 118. Stitch drapery panel and lining lengths, matching pattern repeats where needed, and using correct thread for fabric.

☐☐☐☐ 119. Measure, fold, and crease bottom and side hems in draperies, placing weights as needed.

☐☐☐☐ 120. Hand finish or blindstitch hems in draperies.

☐☐☐☐ 121. Construct drapery heading using pleater tape or crinoline.

☐☐☐☐ 122. Attach lining to draperies and curtains by hand or machine.

☐☐☐☐ 123. Plan pleats and spaces for draperies and curtains.

☐☐☐☐ 124. Break and tack pleats by hand or machine.

☐☐☐☐ 125. Insert curtain and drapery hooks.

☐☐☐☐ 126. Construct café and shirred curtains.

☐☐☐☐ 127. Construct Austrian, Roman, and laminated roller shades and shutter fabric fills.

☐☐☐☐ 128. Construct window headings, such as cornices, valances, lambrequins, swags, and cascades.

☐☐☐☐ 129. Prepare and pack completed draperies for mailing, shipping, or delivery to customer.

☐☐☐☐ 130. Install window treatment hardware, using appropriate hardware and attachment techniques.

☐☐☐☐ 131. Instruct the customer in proper fitting, installation, and adjustment of window treatment hardware.

_ _ _ _ VII. Construct a variety of decorative accessories for the home.

☐☐☐☐ 132. Measure to determine amount of fabric needed for constructing pillows, cushions, and bolsters.

☐☐☐☐ 133. Construct pillows, cushions, and bolsters as specified on work order.

☐☐☐☐ 134. Measure a bed to determine amount of fabric needed for bedspread, coverlet, or pillow sham.

☐☐☐☐ 135. Construct various types of bedspreads, coverlets, and pillow shams.

☐☐☐☐ 136. Measure upholstered furniture to determine fabric requirements for slipcovers.

☐☐☐☐ 137. Estimate amount of fabric and other materials needed for slipcovers.

☐☐☐☐ 138. Pin-fit a muslin or paper pattern, or the slipcover fabric to upholstered piece.

☐☐☐☐ 139. Construct slipcovers.

☐☐☐☐ 140. Recover a chair seat using basic upholstery techniques.

GENERAL EMPLOYABILITY COMPETENCIES

DIRECTIONS: Use the rating scale below to evaluate the student. Check the appropriate number to indicate the degree of competency. The numerical ratings of 4, 3, 2, and 1 are not intended to represent the traditional school grading system of A, B, C, and D. Ratings should reflect the student's JOB READINESS rather than the grade given in the class.

RATING SCALE: 4 - Skilled–can work independently with no supervision.
3 - Moderately Skilled–can perform job completely with limited supervision.
2 - Limited Skill–requires instruction and close supervision.
1 - No Exposure–no experience or knowledge in this area.

4	3	2	1	
				I. Find and obtain employment.
☐	☐	☐	☐	1. Identify and utilize sources of job leads to identify job openings.
☐	☐	☐	☐	2. Compile a personal resume.
☐	☐	☐	☐	3. Complete a job application form or letter.
☐	☐	☐	☐	4. Prepare for and participate in a job interview.
☐	☐	☐	☐	5. Follow up a job interview; accept or decline a job offer.
				II. Take action which contributes to job satisfaction and job success.
☐	☐	☐	☐	6. Determine wages and how they are paid.
☐	☐	☐	☐	7. Identify payroll deductions and fringe benefits.
☐	☐	☐	☐	8. Interpret laws, regulations, policies, safety and health standards affecting employees.
☐	☐	☐	☐	9. Determine what employers and employees may expect of each other.
☐	☐	☐	☐	10. Dress and groom appropriately for the job.
☐	☐	☐	☐	11. Develop attitudes which promote job success.
☐	☐	☐	☐	12. Exhibit a work ethic.
☐	☐	☐	☐	13. Exhibit appropriate business etiquette and job ethics.
☐	☐	☐	☐	14. Observe policies, rules, and regulations of the job.
☐	☐	☐	☐	15. Exhibit an acceptable level of productivity.
☐	☐	☐	☐	16. Participate in a performance review and evaluation.
☐	☐	☐	☐	17. Make a positive first impression.
☐	☐	☐	☐	18. Work cooperatively with fellow employees, supervisors, and management.
☐	☐	☐	☐	19. Communicate clearly with customers, fellow workers, and others on the job.
☐	☐	☐	☐	20. Communicate effectively orally, in writing, and with body language.
☐	☐	☐	☐	21. Use a business telephone correctly.
☐	☐	☐	☐	22. Ask for a pay increase.
☐	☐	☐	☐	23. Follow acceptable procedures for quitting a job.
☐	☐	☐	☐	24. Prepare a course of action in case of job loss, injury, disability, or violation of work rights.
☐	☐	☐	☐	25. Apply for worker's compensation.
				III. Accept responsibility for career planning and professional growth.
☐	☐	☐	☐	26. Identify employment trends and opportunities and the changing roles of men and women in the labor force.
☐	☐	☐	☐	27. Recognize the benefits of personal hobbies and interests, volunteer work, work experience programs, and part-time jobs in career planning.
☐	☐	☐	☐	28. Set career goals, and evaluate progress toward goals.
☐	☐	☐	☐	29. Assess job advancement opportunities, and develop a plan for job advancement.
☐	☐	☐	☐	30. Recognize the importance of study in one's occupational area.
☐	☐	☐	☐	31. Identify and select education/training related to occupational area.
☐	☐	☐	☐	32. Finance or obtain assistance in financing education/training.
☐	☐	☐	☐	33. Participate in a professional/trade organization.
				IV. Accept responsibility for personal life.
☐	☐	☐	☐	34. Analyze personal likes and dislikes, aptitudes, and skills.
☐	☐	☐	☐	35. Identify roles as an individual and family member.
☐	☐	☐	☐	36. Develop a positive self-concept, a pleasing personality, and a sense of humor.
☐	☐	☐	☐	37. Develop a philosophy of life.
☐	☐	☐	☐	38. Recognize and cope with stress.
☐	☐	☐	☐	39. Recognize the impact of income on one's lifestyle.
☐	☐	☐	☐	40. Identify needs and wants.
☐	☐	☐	☐	41. Use the decision-making process to reach solutions to problems.
☐	☐	☐	☐	42. Accept responsibility for decisions.
☐	☐	☐	☐	43. Apply the management process to daily life.
☐	☐	☐	☐	44. Utilize time and energy effectively.
☐	☐	☐	☐	45. Combine work and home responsibilities successfully.
☐	☐	☐	☐	46. Maintain a balance of activities in life.
☐	☐	☐	☐	47. Select and maintain appropriate clothing for activities.
☐	☐	☐	☐	48. Select and use appropriate transportation.
☐	☐	☐	☐	49. Choose, furnish, and care for a place to live.
☐	☐	☐	☐	50. Achieve and maintain good physical, mental, and emotional health.
☐	☐	☐	☐	51. Obtain medical care.
☐	☐	☐	☐	52. Recognize safety hazards, and observe safety precautions.
☐	☐	☐	☐	53. Follow emergency procedures, using first aid when necessary.
				V. Accept consumer responsibilities.
☐	☐	☐	☐	54. Identify characteristics of the American free enterprise system.
☐	☐	☐	☐	55. Analyze influences of economic trends on individuals and families.
☐	☐	☐	☐	56. Recognize the influence of values, goals, and standards on money management.
☐	☐	☐	☐	57. Analyze consumer laws and protection.
☐	☐	☐	☐	58. Make and follow a spending plan.
☐	☐	☐	☐	59. Select and use banking services.
☐	☐	☐	☐	60. Use credit responsibly to maintain a good credit rating.
☐	☐	☐	☐	61. Choose life, health, property, and liability insurance to meet needs.
☐	☐	☐	☐	62. File an insurance claim.
☐	☐	☐	☐	63. Recognize influences on buying.
☐	☐	☐	☐	64. Make a long-range buying plan.
☐	☐	☐	☐	65. Comparison shop, and use sales to best advantage.
☐	☐	☐	☐	66. Develop a code of consumer ethics.
☐	☐	☐	☐	67. Recognize and report fraudulent and deceptive practices.
☐	☐	☐	☐	68. Make effective consumer complaints.
				VI. Function effectively in the community.
☐	☐	☐	☐	69. Investigate election issues, and exercise the right to vote.
☐	☐	☐	☐	70. Utilize procedures for influencing legislation.
☐	☐	☐	☐	71. Identify the benefits and costs of Social Security.
☐	☐	☐	☐	72. Analyze benefits derived from taxes.
☐	☐	☐	☐	73. Complete an income tax form.
☐	☐	☐	☐	74. Accept individual legal responsibilities.
☐	☐	☐	☐	75. Recognize the potential effects of breaking the law.
☐	☐	☐	☐	76. Obtain and use legal services.
☐	☐	☐	☐	77. Identify community services available to individuals and families.
☐	☐	☐	☐	78. Participate effectively in community organizations.

OCCUPATIONAL COMPETENCY PROFILE

Instructional Program (Occupational Objective): _____ School: _____ Date: _____

Name: _____ Social Security No. _____ Phone: _____
Last Middle First

Address: _____ Age. _____ Date of Birth: _____ Sex: _____

Racial/Ethnic Designation: _____ Special Needs: _____

In Case of Emergency,
Contact: _____ Address _____ Home phone _____ Business phone _____
OR
Contact: _____ Address _____ Home phone _____ Business phone _____

Method of Instruction	Grade	Enrollment Date	Withdrawal Date	Completion Date	Total Class Hours	Total Laboratory Hours	Total On-the-job Training Hours	Instructor
VEH								
CVAE								
PELE								
HECE								

ON-THE-JOB TRAINING/WORK EXPERIENCE

Duration of Employment	Job Title	Supervisor's Name	Training Station	Address of Employer	Phone

FOLLOW-UP RECORD

Date	*Current Address*	*Education Status*			
		Attending	Not Attending	Institution	Objective

Employment Status

Not in Labor Force	Un-employed	Military Status	Employed	Employer	Address	Supervisor	Position	Related to Training Yes/No	Salary

Certificate of Competence

Texas Education Agency
Vocational Home Economics Education
presents this certificate to

_____

to certify satisfactory completion of requirements for _____
while enrolled in _____
at _____ School, _____, Texas
on this _____ day of _____, 19 _____.

_____ _____
Teacher Administrator

_____ _____
Advisory Council Chairperson Administrator

OCCUPATIONAL COMPETENCY PROFILE SUMMARY

Below is a summary of the student's achievement of major competencies related to the student's occupational objective. The numerical ratings of 4, 3, 2, and 1 are not intended to represent the traditional school grading system of A, B, C, and D. The ratings reflect the student's job readiness rather than the grade given in the class. Detailed ratings of the student's achievement of specific competencies related to each major competency are part of the student's permanent school record.

RATING SCALE: 4 - Skilled–can work independently with no supervision.
3 - Moderately Skilled–can perform job completely with limited supervision.
2 - Limited Skill–requires instruction and close supervision.
1 - No Exposure–no experience or knowledge in this area.

GENERAL EMPLOYABILITY

4 3 2 1		4 3 2 1	
☐☐☐☐	I. Find and obtain employment.	☐☐☐☐	IV. Accept responsibility for personal life.
☐☐☐☐	II. Take action which contributes to job satisfaction and job success.	☐☐☐☐	V. Accept consumer responsibilities.
☐☐☐☐	III. Accept responsibility for career planning and professional growth.	☐☐☐☐	VI. Function effectively in the community.

HOME FURNISHINGS AND EQUIPMENT MANAGEMENT, PRODUCTION, AND SERVICES

4 3 2 1		4 3 2 1	
☐☐☐☐	I. Manage business responsibilities related to home furnishings, equipment, and services.	☐☐☐☐	V. Select, store, use, and care for sewing tools and equipment.
☐☐☐☐	II. Coordinate various components of home interiors.	☐☐☐☐	VI. Construct and install a variety of window treatments.
☐☐☐☐	III. Assist, consult, and work with customers and clients.	☐☐☐☐	VII. Construct a variety of decorative accessories for the home.
☐☐☐☐	IV. Care for, prepare, arrange, and assist customers with the selection of flowers, foliage, plants, and related items.		

CHILD CARE AND GUIDANCE MANAGEMENT AND SERVICES

COMPETENCIES

DIRECTIONS: Use the rating scale below to evaluate the student. Check the appropriate number to indicate the degree of competency. The numerical ratings of 4, 3, 2, and 1 are not intended to represent the traditional school grading system of A, B, C, and D. Ratings should reflect the student's JOB READINESS rather than the grade given in the class.

RATING SCALE: 4 - Skilled– can work independently with no supervision.
3 - Moderately Skilled–can perform job completely with limited supervision.
2 - Limited Skill–requires instruction and close supervision.
1 - No Exposure–no experience or knowledge in this area.

4	3	2	1		
				I.	Carry out responsibilities related to care and guidance of children.
☐	☐	☐	☐	1.	Identify competencies needed to be an effective child care employee.
☐	☐	☐	☐	2.	Describe personal qualities which lead to job success in child care/development employment.
☐	☐	☐	☐	3.	List rules, guidelines, and purposes for observing children.
☐	☐	☐	☐	4.	Observe and record the growth and development of individual children.
☐	☐	☐	☐	5.	Keep records in an early childhood center.
☐	☐	☐	☐	6.	Maintain records concerning the growth, behavior, and progress of each child.
☐	☐	☐	☐	7.	Utilize recognized developmental norms to assess the accomplishments of individual children, taking into careful consideration their strengths, weaknesses, and learning opportunities.
☐	☐	☐	☐	8.	Demonstrate an understanding of child care/development services.
☐	☐	☐	☐	9.	List important events in and contributors to early childhood education.
☐	☐	☐	☐	10.	Define the role of care for children of various ages.
☐	☐	☐	☐	11.	Identify local agencies which offer care for children.
☐	☐	☐	☐	12.	Compare types and quality of services in various child care operations in the community.
☐	☐	☐	☐	13.	Accept a share of responsibility in the operation of the child care center.
☐	☐	☐	☐	14.	Identify the management functions in the operation of the child care center.
☐	☐	☐	☐	15.	Work cooperatively with the director and staff of the child care center concerning plans, activities, policies, and rules.
☐	☐	☐	☐	16.	Follow the procedures and policies of the child care center.
☐	☐	☐	☐	17.	Prepare for the licensing of the child care center.
☐	☐	☐	☐	18.	Recognize legal restrictions and responsibilities related to child care.
☐	☐	☐	☐	19.	Handle special situations in a children's center.
☐	☐	☐	☐	20.	Assist in establishing program goals.
☐	☐	☐	☐	21.	Assist in planning a program for infants, toddlers, preschool, or after-school children.
☐	☐	☐	☐	22.	Develop a children's/participants' evaluation system.
☐	☐	☐	☐	23.	Promote community-center understanding.
☐	☐	☐	☐	24.	Assist with child care center communications.
☐	☐	☐	☐	25.	Perform clerical duties.
				II.	Set up and maintain a safe and healthy learning environment.
☐	☐	☐	☐	26.	Plan a learning environment appropriate to the basic needs and developmental level of the children.
☐	☐	☐	☐	27.	Organize space and equipment for indoor and outdoor activities.
☐	☐	☐	☐	28.	Maintain a planned furniture, equipment, and materials arrangement that is understandable to children.
☐	☐	☐	☐	29.	Select equipment and prepare homemade materials which will meet the needs of the children who will use it.
☐	☐	☐	☐	30.	Maintain a safe and healthy physical environment which meets licensing standards for child care programs.
☐	☐	☐	☐	31.	Keep light, ventilation, sanitation, and heat at the best possible levels for health and safety.
☐	☐	☐	☐	32.	Store and distribute materials and supplies.
☐	☐	☐	☐	33.	Provide activities and opportunities for children to acquire and practice good health habits.
☐	☐	☐	☐	34.	Recognize important health considerations concerning children's clothing.
☐	☐	☐	☐	35.	Supervise rest periods which meet the needs of the children.
☐	☐	☐	☐	36.	Recognize symptoms of common childhood diseases.
☐	☐	☐	☐	37.	Report signs of illness or discomfort in children and follow accepted procedures to care for a child who shows symptoms of illness.
☐	☐	☐	☐	38.	Follow procedures for administering prescribed medications to a sick child.
☐	☐	☐	☐	39.	Perform housekeeping and maintenance tasks.
☐	☐	☐	☐	40.	Identify the nutritional needs of the children.
☐	☐	☐	☐	41.	Follow criteria for food handling and storage required by local agencies.
☐	☐	☐	☐	42.	Prepare and serve nutritious meals and snacks for children when necessary.
☐	☐	☐	☐	43.	Display awareness of various ethnic, regional, and economic patterns which affect eating habits.
☐	☐	☐	☐	44.	Create a meal or snack time environment which contributes to development of good food habits, table manners, and hygiene.
☐	☐	☐	☐	45.	Use appropriate procedures in introducing foods into the child's diet.
☐	☐	☐	☐	46.	Recognize common feeding problems.
☐	☐	☐	☐	47.	Use eating and food as a means of providing experiences which stimulate learning and contribute to the development of the child.
☐	☐	☐	☐	48.	Help children prepare for meal or snack time.
☐	☐	☐	☐	49.	Keep indoor and outdoor facilities free of hazardous conditions and unsafe equipment and materials.
☐	☐	☐	☐	50.	Take measures to reduce and prevent accidents.
☐	☐	☐	☐	51.	Provide careful supervision to ensure the safety of the children.
☐	☐	☐	☐	52.	Develop and implement safety rules.
☐	☐	☐	☐	53.	Stop or redirect unsafe activities.
☐	☐	☐	☐	54.	Develop good safety habits in daily activities with children.
☐	☐	☐	☐	55.	Prepare for and respond appropriately to any emergency that might arise.
☐	☐	☐	☐	56.	Apply first aid when necessary.
☐	☐	☐	☐	57.	Equip a first aid kit.
				III.	Advance physical and intellectual competence.
☐	☐	☐	☐	58.	Recognize normal development patterns and differences among children of various ages.
☐	☐	☐	☐	59.	Recognize factors which affect children's development.
☐	☐	☐	☐	60.	Recognize the special needs and differences of exceptional children.
☐	☐	☐	☐	61.	Use teaching methods and skills appropriate for working with children at varied developmental levels.
☐	☐	☐	☐	62.	Recognize the child's psychomotor skills, and maintain flexible, progressive expectations of the child in performing these skills.
☐	☐	☐	☐	63.	Determine the physical needs of the child.
☐	☐	☐	☐	64.	Provide for the basic physical needs of the child.

- ☐☐☐☐ 65. Provide for the special physical needs of handicapped children.
- ☐☐☐☐ 66. Provide a variety of appropriate equipment, activities, and opportunities to promote the physical development of the children.
- ☐☐☐☐ 67. Encourage children to explore, experiment, and question.
- ☐☐☐☐ 68. Provide activities, experiences, and materials which encourage questioning, probing, and problem-solving skills appropriate to the developmental level of each child.
- ☐☐☐☐ 69. Identify interest centers that help children fulfill curiosity, gain mastery, and progress toward higher levels of achievement.
- ☐☐☐☐ 70. Provide activities which enhance children's sensory perceptions.
- ☐☐☐☐ 71. Recognize the process of language acquisition, the sequence of language development, and ways to promote language facility.
- ☐☐☐☐ 72. Provide a variety of stimulating language experiences suitable for the child's age and individual needs.
- ☐☐☐☐ 73. Provide a variety of experiences to develop children's verbal and nonverbal communication skills.
- ☐☐☐☐ 74. Provide meaningful listening experiences for children.
- ☐☐☐☐ 75. Use literature with young children.
- ☐☐☐☐ 76. Provide pre-number and pre-math activities suitable for the child's developmental level.
- ☐☐☐☐ 77. Provide shape and spatial relationship activities suitable for the child's developmental level.
- ☐☐☐☐ 78. Help children understand their environment.
- ☐☐☐☐ 79. Acquaint children with the persons who keep things functioning in their home, school, and community.
- ☐☐☐☐ 80. Provide science and nature activities suitable for the child's developmental level.
- ☐☐☐☐ 81. Guide children in creative art activities suitable for the child's developmental level.
- ☐☐☐☐ 82. Provide experiences which foster creative dramatic play.
- ☐☐☐☐ 83. Provide activities in which children can express themselves through music and dance.
- ☐☐☐☐ 84. Support and accept children's creative expressions.

_ _ _ _ IV. Build positive self-concept and individual strength.

- ☐☐☐☐ 85. Provide environment in which the child can develop a positive self-concept.
- ☐☐☐☐ 86. Recognize behavior which reflects negative self-concepts.
- ☐☐☐☐ 87. Give direct, positive reinforcement to the child's advancing skills, initiative, and responsibility.
- ☐☐☐☐ 88. Help the child develop a sense of independence.
- ☐☐☐☐ 89. Help child cope with conflicting needs for independence and dependence.
- ☐☐☐☐ 90. Create an environment which enables the child to accept responsibility for own needs, and to care for personal items, toys, and books.
- ☐☐☐☐ 91. Help children acquire skills, initiative, and a sense of responsibility.
- ☐☐☐☐ 92. Value individual differences in children and families.
- ☐☐☐☐ 93. Provide activities and experiences based on each child's individual needs.
- ☐☐☐☐ 94. Foster acceptance and appreciation of cultural variety in children and adults as an enrichment of personal experience.
- ☐☐☐☐ 95. Provide experiences which help children develop respect for others.
- ☐☐☐☐ 96. Help each child to develop pride as an individual, and a member of a cultural/ethnic group.
- ☐☐☐☐ 97. Encourage each child to develop personal abilities and talents to their maximum potential.
- ☐☐☐☐ 98. Recognize the emotional needs and developmental stages of children.
- ☐☐☐☐ 99. Help children learn to express, understand, and control their emotions.
- ☐☐☐☐ 100. Respond to children's communication of need for emotional support.
- ☐☐☐☐ 101. Help children learn acceptable behavioral patterns when expressing emotions.

_ _ _ _ V. Promote positive functioning of children and adults in a group environment.

- ☐☐☐☐ 102. Recognize the social needs and development of children.
- ☐☐☐☐ 103. Help young children develop socially.
- ☐☐☐☐ 104. Help young children learn to work and play cooperatively indoors and outdoors.
- ☐☐☐☐ 105. Help children learn to get along with others, and encourage feelings of mutual respect among the children in the group.
- ☐☐☐☐ 106. Respect individual and group rights of children and adults in the group.
- ☐☐☐☐ 107. Plan the activity program for the children to include opportunities for playing and working together, and sharing experiences and responsibilities with adults.
- ☐☐☐☐ 108. Use effective ways of guiding children's behavior.
- ☐☐☐☐ 109. Identify problem behaviors and use positive guidance techniques for improving them.
- ☐☐☐☐ 110. Guide children in learning to adapt to the world around them.
- ☐☐☐☐ 111. Establish and implement a system of limits which helps children learn to respect the rights and property of others.
- ☐☐☐☐ 112. Establish simple rules with the group that are understood and accepted by children and adults.
- ☐☐☐☐ 113. Help plan, follow, and evaluate the daily schedule and routines of the child care center.
- ☐☐☐☐ 114. Organize and implement a positive and comfortable routine.
- ☐☐☐☐ 115. Provide flexibility in time schedule, program, and space arrangement.

_ _ _ _ VI. Coordinate home and center child-rearing practices.

- ☐☐☐☐ 116. Recognize the family as a prime educator in the child's total development.
- ☐☐☐☐ 117. Support the family structure.
- ☐☐☐☐ 118. Maintain confidentiality of information about child and family.
- ☐☐☐☐ 119. Establish relationships with parents that facilitate communication about their children.
- ☐☐☐☐ 120. Provide opportunities to exchange information about the children's progress and special needs with their parents.
- ☐☐☐☐ 121. Support, encourage, and provide opportunities for parents to get involved in center activities.
- ☐☐☐☐ 122. Involve parents in the program in exemplifying the different cultures of the community.
- ☐☐☐☐ 123. Assist parents in identifying and obtaining community services available to them.

GENERAL EMPLOYABILITY COMPETENCIES

DIRECTIONS: Use the rating scale below to evaluate the student. Check the appropriate number to indicate the degree of competency. The numerical ratings of 4, 3, 2, and 1 are not intended to represent the traditional school grading system of A, B, C, and D. Ratings should reflect the student's JOB READINESS rather than the grade given in the class.

RATING SCALE: 4 - Skilled– can work independently with no supervision.
3 - Moderately Skilled–can perform job completely with limited supervision.
2 - Limited Skill–requires instruction and close supervision.
1 - No Exposure–no experience or knowledge in this area.

4 3 2 1

I. Find and obtain employment.
1. Identify and utilize sources of job leads to identify job openings.
2. Compile a personal resume.
3. Complete a job application form or letter.
4. Prepare for and participate in a job interview.
5. Follow up a job interview; accept or decline a job offer.

II. Take action which contributes to job satisfaction and job success.
6. Determine wages and how they are paid.
7. Identify payroll deductions and fringe benefits.
8. Interpret laws, regulations, policies, safety and health standards affecting employees.
9. Determine what employers and employees may expect of each other.
10. Dress and groom appropriately for the job.
11. Develop attitudes which promote job success.
12. Exhibit a work ethic.
13. Exhibit appropriate business etiquette and job ethics.
14. Observe policies, rules, and regulations of the job.
15. Exhibit an acceptable level of productivity.
16. Participate in a performance review and evaluation.
17. Make a positive first impression.
18. Work cooperatively with fellow employees, supervisors, and management.
19. Communicate clearly with customers, fellow workers, and others on the job.
20. Communicate effectively orally, in writing, and with body language.
21. Use a business telephone correctly.
22. Ask for a pay increase.
23. Follow acceptable procedures for quitting a job.
24. Prepare a course of action in case of job loss, injury, disability, or violation of work rights.
25. Apply for worker's compensation.

III. Accept responsibility for career planning and professional growth.
26. Identify employment trends and opportunities and the changing roles of men and women in the labor force.
27. Recognize the benefits of personal hobbies and interests, volunteer work, work experience programs, and part-time jobs in career planning.
28. Set career goals, and evaluate progress toward goals.
29. Assess job advancement opportunities, and develop a plan for job advancement.
30. Recognize the importance of study in one's occupational area.
31. Identify and select education/training related to occupational area.
32. Finance or obtain assistance in financing education/training.
33. Participate in a professional/trade organization.

IV. Accept responsibility for personal life.
34. Analyze personal likes and dislikes, aptitudes, and skills.
35. Identify roles as an individual and family member.
36. Develop a positive self-concept, a pleasing personality, and a sense of humor.
37. Develop a philosophy of life.
38. Recognize and cope with stress.
39. Recognize the impact of income on one's lifestyle.
40. Identify needs and wants.
41. Use the decision-making process to reach solutions to problems.
42. Accept responsibility for decisions.
43. Apply the management process to daily life.
44. Utilize time and energy effectively.
45. Combine work and home responsibilities successfully.
46. Maintain a balance of activities in life.
47. Select and maintain appropriate clothing for activities.
48. Select and use appropriate transportation.
49. Choose, furnish, and care for a place to live.
50. Achieve and maintain good physical, mental, and emotional health.

4 3 2 1

51. Obtain medical care.
52. Recognize safety hazards, and observe safety precautions.
53. Follow emergency procedures, using first aid when necessary.

V. Accept consumer responsibilities.
54. Identify characteristics of the American free enterprise system.
55. Analyze influences of economic trends on individuals and families.
56. Recognize the influence of values, goals, and standards on money management.
57. Analyze consumer laws and protection.
58. Make and follow a spending plan.
59. Select and use banking services.
60. Use credit responsibly to maintain a good credit rating.
61. Choose life, health, property, and liability insurance to meet needs.
62. File an insurance claim.
63. Recognize influences on buying.
64. Make a long-range buying plan.
65. Comparison shop, and use sales to best advantage.
66. Develop a code of consumer ethics.
67. Recognize and report fraudulent and deceptive practices.
68. Make effective consumer complaints.

VI. Function effectively in the community.
69. Investigate election issues, and exercise the right to vote.
70. Utilize procedures for influencing legislation.
71. Identify the benefits and costs of Social Security.
72. Analyze benefits derived from taxes.
73. Complete an income tax form.
74. Accept individual legal responsibilities.
75. Recognize the potential effects of breaking the law.
76. Obtain and use legal services.
77. Identify community services available to individuals and families.
78. Participate effectively in community organizations.

OCCUPATIONAL COMPETENCY PROFILE

Instructional Program (Occupational Objective): _____ School: _____ Date: _____

Name: _____ Social Security No. _____ Phone: _____
Last Middle First

Address: _____ Age: _____ Date of Birth: _____ Sex: _____

Racial/Ethnic Designation: _____ Special Needs: _____

In Case of Emergency,
Contact: _____ Address _____ Home phone _____ Business phone _____
OR
Contact: _____ Address _____ Home phone _____ Business phone _____

Method of Instruction	Grade	Enrollment Date	Withdrawal Date	Completion Date	Total Class Hours	Total Laboratory Hours	Total On-the-job Training Hours	Instructor
VEH								
CVAE								
PELE								
HECE								

ON-THE-JOB TRAINING/WORK EXPERIENCE

Duration of Employment	Job Title	Supervisor's Name	Training Station	Address of Employer	Phone

FOLLOW-UP RECORD

Date	*Current Address*	*Education Status*			
		Attending	Not Attending	Institution	Objective

Employment Status

Not in Labor Force	Un-employed	Military Status	Employed	Employer	Address	Supervisor	Position	Related to Training Yes/No	Salary

Certificate of Competence

Texas Education Agency
Vocational Home Economics Education
presents this certificate to

_____

to certify satisfactory completion of requirements for _____
while enrolled in _____
at _____ School, _____, Texas
on this _____ day of _____, 19 _____.

_____ _____
Teacher Administrator

_____ _____
Advisory Council Chairperson Administrator

OCCUPATIONAL COMPETENCY PROFILE SUMMARY

Below is a summary of the student's achievement of major competencies related to the student's occupational objective. The numerical ratings of 4, 3, 2, and 1 are not intended to represent the traditional school grading system of A, B, C, and D. The ratings reflect the student's job readiness rather than the grade given in the class. Detailed ratings of the student's achievement of specific competencies related to each major competency are part of the student's permanent school record.

RATING SCALE: 4 - Skilled—can work independently with no supervision.
3 - Moderately Skilled—can perform job completely with limited supervision.
2 - Limited Skill—requires instruction and close supervision.
1 - No Exposure—no experience or knowledge in this area.

GENERAL EMPLOYABILITY

4 3 2 1		4 3 2 1	
☐☐☐☐	I. Find and obtain employment.	☐☐☐☐	IV. Accept responsibility for personal life.
☐☐☐☐	II. Take action which contributes to job satisfaction and job success.	☐☐☐☐	V. Accept consumer responsibilities.
☐☐☐☐	III. Accept responsibility for career planning and professional growth.	☐☐☐☐	VI. Function effectively in the community.

CHILD CARE AND GUIDANCE MANAGEMENT AND SERVICES

4 3 2 1		4 3 2 1	
☐☐☐☐	I. Set up and maintain a safe and healthy learning environment.	☐☐☐☐	IV. Promote positive functioning of children and adults in a group environment.
☐☐☐☐	II. Advance physical and intellectual competence.	☐☐☐☐	V. Coordinate home and center child-rearing practices.
☐☐☐☐	III. Build positive self-concept and individual strength.	☐☐☐☐	VI. Carry out responsibilities related to care and guidance of children.

CLOTHING, APPAREL, AND TEXTILES MANAGEMENT, PRODUCTION, AND SERVICES

COMPETENCIES

DIRECTIONS: Use the rating scale below to evaluate the student. Check the appropriate number to indicate the degree of competency. The numerical ratings of 4, 3, 2, and 1 are not intended to represent the traditional school grading system of A, B, C, and D. Ratings should reflect the student's JOB READINESS rather than the grade given in the class.

RATING SCALE: 4 - Skilled – can work independently with no supervision.
3 - Moderately Skilled–can perform job completely with limited supervision.
2 - Limited Skill–requires instruction and close supervision.
1 - No Exposure–no experience or knowledge in this area.

4	3	2	1	
				I. Manage business responsibilities related to fabric and ready-to-wear departments and stores.
☐	☐	☐	☐	1. Receive, check, and store merchandise.
☐	☐	☐	☐	2. Unpack, protect, prepare and price mark merchandise.
☐	☐	☐	☐	3. Stock sales floor, shelves, and racks.
☐	☐	☐	☐	4. Take stock counts and inventories.
☐	☐	☐	☐	5. Assist in the care and maintenance of the store and stockroom.
☐	☐	☐	☐	6. Approach, greet, and assist customers with selections, trying on garments and reaching buying decisions.
☐	☐	☐	☐	7. Answer customers' questions about merchandise, quality features, trends, sizes, locations, directions, and guarantees.
☐	☐	☐	☐	8. Handle customer complaints.
☐	☐	☐	☐	9. Perform routine clerical duties.
				10. Prepare sales slips, computing sales ticket totals, discounts, and added charges.
☐	☐	☐	☐	11. Use cash register in receipt of payments for cash and charge sales.
☐	☐	☐	☐	12. Handle coupons, rain checks, gift certificates, layaways, merchandise returns, and refunds.
☐	☐	☐	☐	13. Interpret credit card application procedures, and credit and billing procedures to customers.
☐	☐	☐	☐	14. Record and report daily sales, and close out department at end of selling day.
☐	☐	☐	☐	15. Develop, evaluate, implement and follow organizational goals, policies, and procedures.
☐	☐	☐	☐	16. Supervise equipment selection, purchase, use, and care.
☐	☐	☐	☐	17. Maintain safe working conditions.
☐	☐	☐	☐	18. Identify procedures used to plan, interview, hire, evaluate, and discharge, staff.
☐	☐	☐	☐	19. Train, supervise, and motivate employees.
☐	☐	☐	☐	20. Prepare work schedules and job assignments.
☐	☐	☐	☐	21. Relieve or assist other employees during emergencies or rush periods.
☐	☐	☐	☐	22. Plan, purchase, route and price apparel and accessories.
☐	☐	☐	☐	23. Complete shipping, receiving, and purchase reports.
☐	☐	☐	☐	24. File claims for merchandise damages, shortages, overcharges, and substitutes.
☐	☐	☐	☐	25. Handle complaints and human relations problems.
☐	☐	☐	☐	26. Formulate merchandising policies, coordinate merchandising activities, and apply merchandising techniques for profit.
☐	☐	☐	☐	27. Prepare and maintain records, correspondence, and forms.
☐	☐	☐	☐	28. Plan finances, and analyze costs and sales.
☐	☐	☐	☐	29. Identify and observe applicable government regulations.
☐	☐	☐	☐	30. Identify competencies needed to be an effective clothing apparel, and textiles management, production, and services employee.
☐	☐	☐	☐	31. Describe personal qualities which lead to job success in clothing apparel, and textiles management, production, and services.
				II. Recognize, describe, and utilize various fashion components.
☐	☐	☐	☐	32. Use correct textile terminology.
☐	☐	☐	☐	33. Recognize and point out textile characteristics and care requirements of various fabrics.
☐	☐	☐	☐	34. Consider textile characteristics in garment design, construction, alteration, repair, and care.
☐	☐	☐	☐	35. Explain textile legislation, standards, and labeling.
☐	☐	☐	☐	36. Recognize and utilize the elements and principles of design in designing, constructing, or altering garments.
☐	☐	☐	☐	37. Trace fashion cycles, differentiating among fads, fashions, and styles, and identifying recurrent style details.
☐	☐	☐	☐	38. Provide information about current fashions, trends, and colors.
				III. Coordinate apparel and accessories.
☐	☐	☐	☐	39. Recognize signs of quality in apparel and accessories.
☐	☐	☐	☐	40. Coordinate women's wear, men's wear, infants' and children's wear, shoes, and accessories.
☐	☐	☐	☐	41. Show customers fashionable ways to wear accessories.
☐	☐	☐	☐	42. Assist in making arrangements for weddings, wedding receptions, showers, and teas; and in advising brides on wedding etiquette.
☐	☐	☐	☐	43. Assist bride in selecting wedding apparel and trousseau.
				IV. Assist home sewers with selections and problems.
☐	☐	☐	☐	44. Organize, locate, record, and reorder patterns.
☐	☐	☐	☐	45. Assist home sewers in selecting fabrics, patterns, threads, trimmings, and other notions.
☐	☐	☐	☐	46. Determine fabric, amount of fabric, interfacing, lining, underlining, and interlining appropriate for pattern and construction methods.
☐	☐	☐	☐	47. Determine the amount of fabric required for various sewing projects.
☐	☐	☐	☐	48. Measure, cut fabrics or trim, and prepare remnants for sale.
☐	☐	☐	☐	49. Answer customers' questions about fabrics, patterns, notions, sewing supplies, equipment, and construction techniques.
☐	☐	☐	☐	50. Demonstrate to customers small sewing equipment and various construction techniques.
☐	☐	☐	☐	51. Construct garments for display in the fabric department or store.
				V. Help plan, carry out, and evaluate a fashion promotion program.
☐	☐	☐	☐	52. Help plan the store's sales promotions and special sales events.
☐	☐	☐	☐	53. Help select merchandise, plan and prepare advertisements.
☐	☐	☐	☐	54. Keep records on the sales of advertised merchandise.
☐	☐	☐	☐	55. Point out features of advertised merchandise to customers.
☐	☐	☐	☐	56. Plan and schedule fashion displays.
☐	☐	☐	☐	57. Select and construct decorative props and merchandise signs for use in displays.
☐	☐	☐	☐	58. Set up, light, maintain, and evaluate store and window displays.
☐	☐	☐	☐	59. Help plan, organize, and carry out publicity for a fashion show.
☐	☐	☐	☐	60. Plan and/or present the commentary for a fashion show.
☐	☐	☐	☐	61. Prepare the dressing room for models.
☐	☐	☐	☐	62. Model apparel and accessories.
				VI. Select, store, use, and care for sewing tools and equipment.
☐	☐	☐	☐	63. Identify, safely use, care for, and store small sewing tools, and sewing and pressing equipment.

- 64. Select and purchase sewing supplies, notions, sewing and pressing equipment.
- 65. Thread, adjust, operate, and maintain a domestic sewing machine.
- 66. Thread, adjust, safely operate, and maintain industrial sewing machines.
- 67. Adjust machine chair and knee lift to fit operator.

VII. Use basic sewing and pressing skills.

- 68. Operate sewing machine with speed and efficiency.
- 69. Select and use appropriate machine stitching techniques.
- 70. Rip stitching without damaging fabric.
- 71. Select and make appropriate hand stitches.
- 72. Use techniques suitable for fabric when pressing, shaping, or molding construction details, and in final pressing.

VIII. Participate in the design and production of apparel and accessories.

- 73. Select fabrics and trims suitable for the garment design.
- 74. Construct sample garment.
- 75. Develop and evaluate fashion design for production.
- 76. Make master pattern and test for accuracy.
- 77. Grade patterns in a range of sizes by hand or machine.
- 78. Sew duplicates of first sample garment in each size.
- 79. Write instructions for pattern layout and assembly of garment pieces.
- 80. Construct cutting markers for commercial production.
- 81. Compute fabric yardage requirements per cutting marker in commercial production.
- 82. Prepare or interpret cutting or spread tickets in commercial production.
- 83. Prepare fabric and cut by hand or machine.
- 84. Mark and shade cut garment pieces.
- 85. Sort and bundle garment parts for delivery to assembly area.
- 86. Use industrial sewing terminology correctly.
- 87. Observe safety regulations and follow standardized methods for operations in an industrial sewing room.
- 88. Figure earnings of sewing machine operator.
- 89. Distribute and collect bundles of garment parts and supplies.
- 90. Assemble bundles or subassemblies for efficient work flow during each phase of production.
- 91. Perform assigned sewing operation(s) on standard or special sewing machine(s).
- 92. Notify sewing machine repairperson of machine problems.
- 93. Inspect garments, locate defects, mark garments using standard defect symbols.
- 94. Repair defective garments.
- 95. Sort and pack finished garments.

IX. Construct custom-made garments.

- 96. Arrive at work/price agreement with customer.
- 97. Measure customer for size, and record measurements and body irregularities.
- 98. Schedule appointments for conferences and fittings.
- 99. Check customer's measurements with those of pattern, and note variations.
- 100. Design or alter pattern to ensure custom fit of garment.
- 101. Prepare fabric for cutting.
- 102. Observe suggested pattern layout, make adaptations where appropriate, and lay out pattern pieces according to grain specifications.
- 103. Position and pin pattern sections on fabric, or outline pattern parts on fabric.
- 104. Cut fabric following pattern edge or outline.
- 105. Mark fabric using appropriate techniques for the fabric.
- 106. Assemble cut pieces for garment construction.
- 107. Preserve shape of garment by stay-stitching and directional stitching.
- 108. Pin or baste garment pieces together in units in preparation for fitting or stitching.
- 109. Sew garment parts together in unit sequence using appropriate stitches and techniques.
- 110. Press construction details as each unit is completed.
- 111. Finish edges by appropriate methods.
- 112. Apply interfacing, underlining, and lining where appropriate.
- 113. Fit basic garment units to customer and make needed adjustments.
- 114. Construct and attach pockets, binding, facing, collars, and sleeves to garments.
- 115. Finish waistline of garments.
- 116. Put in zippers.
- 117. Make final fittings of garments.
- 118. Make hand or machine buttonholes.
- 119. Select and apply appropriate hem finishes.
- 120. Apply buttons, fasteners, and decorative trim to finished garments.
- 121. Construct belts.
- 122. Press finished garments.
- 123. Evaluate appearance of finished garments.

X. Fit, alter, and repair garments.

- 124. Fit garment on customer while maintaining grain, and analyze fitting problems.
- 125. Identify alterations that can or cannot be performed.
- 126. Offer suggestions for desirable alterations and mark or pin garment accordingly.
- 127. Estimate cost, determine pickup date, and make a claim check for alterations or repairs.
- 128. Prepare a tag indicating alterations or repairs and giving instructions.
- 129. Interpret alteration markings, and make alterations on garments.
- 130. Select and use appropriate techniques to make garment repairs.

XI. Care for clothing.

- 131. Receive and mark laundry or dry cleaning in a commercial establishment.
- 132. Sort laundry or dry cleaning, pre-spot garments, and determine appropriate laundry and dry-cleaning procedures for each garment.
- 133. Launder or dry clean using commercial equipment.
- 134. Use proper finishing procedures.
- 135. Inspect finished laundry or dry cleaning.
- 136. Measure, resize, mark, and fold clothing.
- 137. Press garments correctly.
- 138. Assemble garments according to ticket number.
- 139. Identify customer's garments according to ticket number, and bag garments.
- 140. Pack and store garments.

GENERAL EMPLOYABILITY COMPETENCIES

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2 - Limited Skill–requires instruction and close supervision.
1 - No Exposure–no experience or knowledge in this area.

4	3	2	1	
				I. Find and obtain employment.
☐	☐	☐	☐	1. Identify and utilize sources of job leads to identify job openings.
☐	☐	☐	☐	2. Compile a personal resume.
☐	☐	☐	☐	3. Complete a job application form or letter.
☐	☐	☐	☐	4. Prepare for and participate in a job interview.
☐	☐	☐	☐	5. Follow up a job interview; accept or decline a job offer.
				II. Take action which contributes to job satisfaction and job success.
☐	☐	☐	☐	6. Determine wages and how they are paid.
☐	☐	☐	☐	7. Identify payroll deductions and fringe benefits.
☐	☐	☐	☐	8. Interpret laws, regulations, policies, safety and health standards affecting employees.
☐	☐	☐	☐	9. Determine what employers and employees may expect of each other.
☐	☐	☐	☐	10. Dress and groom appropriately for the job.
☐	☐	☐	☐	11. Develop attitudes which promote job success.
☐	☐	☐	☐	12. Exhibit a work ethic.
☐	☐	☐	☐	13. Exhibit appropriate business etiquette and job ethics.
☐	☐	☐	☐	14. Observe policies, rules, and regulations of the job.
☐	☐	☐	☐	15. Exhibit an acceptable level of productivity.
☐	☐	☐	☐	16. Participate in a performance review and evaluation.
☐	☐	☐	☐	17. Make a positive first impression.
☐	☐	☐	☐	18. Work cooperatively with fellow employees, supervisors, and management.
☐	☐	☐	☐	19. Communicate clearly with customers, fellow workers, and others on the job.
☐	☐	☐	☐	20. Communicate effectively orally, in writing, and with body language.
☐	☐	☐	☐	21. Use a business telephone correctly.
☐	☐	☐	☐	22. Ask for a pay increase.
☐	☐	☐	☐	23. Follow acceptable procedures for quitting a job.
☐	☐	☐	☐	24. Prepare a course of action in case of job loss, injury, disability, or violation of work rights.
☐	☐	☐	☐	25. Apply for worker's compensation.
				III. Accept responsibility for career planning and professional growth.
☐	☐	☐	☐	26. Identify employment trends and opportunities and the changing roles of men and women in the labor force.
☐	☐	☐	☐	27. Recognize the benefits of personal hobbies and interests, volunteer work, work experience programs, and part-time jobs in career planning.
☐	☐	☐	☐	28. Set career goals, and evaluate progress toward goals.
☐	☐	☐	☐	29. Assess job advancement opportunities, and develop a plan for job advancement.
☐	☐	☐	☐	30. Recognize the importance of study in one's occupational area.
☐	☐	☐	☐	31. Identify and select education/training related to occupational area.
☐	☐	☐	☐	32. Finance or obtain assistance in financing education/training.
☐	☐	☐	☐	33. Participate in a professional/trade organization.
				IV. Accept responsibility for personal life.
☐	☐	☐	☐	34. Analyze personal likes and dislikes, aptitudes, and skills.
☐	☐	☐	☐	35. Identify roles as an individual and family member.
☐	☐	☐	☐	36. Develop a positive self-concept, a pleasing personality, and a sense of humor.
☐	☐	☐	☐	37. Develop a philosophy of life.
☐	☐	☐	☐	38. Recognize and cope with stress.
☐	☐	☐	☐	39. Recognize the impact of income on one's lifestyle.
☐	☐	☐	☐	40. Identify needs and wants.
☐	☐	☐	☐	41. Use the decision-making process to reach solutions to problems.
☐	☐	☐	☐	42. Accept responsibility for decisions.
☐	☐	☐	☐	43. Apply the management process to daily life.
☐	☐	☐	☐	44. Utilize time and energy effectively.
☐	☐	☐	☐	45. Combine work and home responsibilities successfully.
☐	☐	☐	☐	46. Maintain a balance of activities in life.
☐	☐	☐	☐	47. Select and maintain appropriate clothing for activities.
☐	☐	☐	☐	48. Select and use appropriate transportation.
☐	☐	☐	☐	49. Choose, furnish, and care for a place to live.
☐	☐	☐	☐	50. Achieve and maintain good physical, mental, and emotional health.
☐	☐	☐	☐	51. Obtain medical care.
☐	☐	☐	☐	52. Recognize safety hazards, and observe safety precautions.
☐	☐	☐	☐	53. Follow emergency procedures, using first aid when necessary.
				V. Accept consumer responsibilities.
☐	☐	☐	☐	54. Identify characteristics of the American free enterprise system.
☐	☐	☐	☐	55. Analyze influences of economic trends on individuals and families.
☐	☐	☐	☐	56. Recognize the influence of values, goals, and standards on money management.
☐	☐	☐	☐	57. Analyze consumer laws and protection.
☐	☐	☐	☐	58. Make and follow a spending plan.
☐	☐	☐	☐	59. Select and use banking services.
☐	☐	☐	☐	60. Use credit responsibly to maintain a good credit rating.
☐	☐	☐	☐	61. Choose life, health, property, and liability insurance to meet needs.
☐	☐	☐	☐	62. File an insurance claim.
☐	☐	☐	☐	63. Recognize influences on buying.
☐	☐	☐	☐	64. Make a long-range buying plan.
☐	☐	☐	☐	65. Comparison shop, and use sales to best advantage.
☐	☐	☐	☐	66. Develop a code of consumer ethics.
☐	☐	☐	☐	67. Recognize and report fraudulent and deceptive practices.
☐	☐	☐	☐	68. Make effective consumer complaints.
				VI. Function effectively in the community.
☐	☐	☐	☐	69. Investigate election issues, and exercise the right to vote.
☐	☐	☐	☐	70. Utilize procedures for influencing legislation.
☐	☐	☐	☐	71. Identify the benefits and costs of Social Security.
☐	☐	☐	☐	72. Analyze benefits derived from taxes.
☐	☐	☐	☐	73. Complete an income tax form.
☐	☐	☐	☐	74. Accept individual legal responsibilities.
☐	☐	☐	☐	75. Recognize the potential effects of breaking the law.
☐	☐	☐	☐	76. Obtain and use legal services.
☐	☐	☐	☐	77. Identify community services available to individuals and families.
☐	☐	☐	☐	78. Participate effectively in community organizations.

OCCUPATIONAL COMPETENCY PROFILE

Instructional Program (Occupational Objective): _____ School: _____ Date: _____

Name: _____ Social Security No. _____ Phone: _____
Last Middle First

Address: _____ Age: _____ Date of Birth: _____ Sex: _____

Racial/Ethnic Designation: _____ Special Needs: _____

In Case of Emergency,
Contact: _____ Address _____ Home phone _____ Business phone _____
OR
Contact: _____ Address _____ Home phone _____ Business phone _____

Method of Instruction	Grade	Enrollment Date	Withdrawal Date	Completion Date	Total Class Hours	Total Laboratory Hours	Total On-the-job Training Hours	Instructor
VEH								
CVAE								
PELE								
HECE								

ON-THE-JOB TRAINING/WORK EXPERIENCE

Duration of Employment	Job Title	Supervisor's Name	Training Station	Address of Employer	Phone

FOLLOW-UP RECORD

Date	*Current Address*	*Education Status*			
		Attending	Not Attending	Institution	Objective

Employment Status

Not in Labor Force	Un-employed	Military Status	Employed	Employer	Address	Supervisor	Position	Related to Training Yes/No	Salary

Certificate of Competence

Texas Education Agency
Vocational Home Economics Education
presents this certificate to

_____

to certify satisfactory completion of requirements for _____
while enrolled in _____
at _____ School, _____, Texas
on this _____ day of _____, 19 _____.

_____ _____
Teacher Administrator

_____ _____
Advisory Council Chairperson Administrator

OCCUPATIONAL COMPETENCY PROFILE SUMMARY

Below is a summary of the student's achievement of major competencies related to the student's occupational objective. The numerical ratings of 4, 3, 2, and 1 are not intended to represent the traditional school grading system of A, B, C, and D. The ratings reflect the student's job readiness rather than the grade given in the class. Detailed ratings of the student's achievement of specific competencies related to each major competency are part of the student's permanent school record.

RATING SCALE: 4 - Skilled–can work independently with no supervision.
3 - Moderately Skilled–can perform job completely with limited supervision.
2 - Limited Skill–requires instruction and close supervision.
1 - No Exposure–no experience or knowledge in this area.

GENERAL EMPLOYABILITY

4 3 2 1		4 3 2 1	
☐☐☐☐	I. Find and obtain employment.	☐☐☐☐	IV. Accept responsibility for personal life.
☐☐☐☐	II. Take action which contributes to job satisfaction and job success.	☐☐☐☐	V. Accept consumer responsibilities.
☐☐☐☐	III. Accept responsibility for career planning and professional growth.	☐☐☐☐	VI. Function effectively in the community.

CLOTHING, APPAREL, AND TEXTILES MANAGEMENT, PRODUCTION, AND SERVICES

4 3 2 1		4 3 2 1	
☐☐☐☐	I. Manage business responsibilities related to fabric and ready-to-wear departments and stores.	☐☐☐☐	VII. Use basic sewing and pressing skills.
☐☐☐☐	II. Recognize, describe, and utilize various fashion components.	☐☐☐☐	VIII. Participate in the design and production of apparel and accessories.
☐☐☐☐	III. Coordinate apparel and accessories.	☐☐☐☐	IX. Construct custom-made garments.
☐☐☐☐	IV. Assist home sewers with selections and problems.	☐☐☐☐	X. Fit, alter, and repair garments.
☐☐☐☐	V. Help plan, carry out, and evaluate a fashion promotion program.	☐☐☐☐	XI. Care for clothing.
☐☐☐☐	VI. Select, store, use, and care for sewing tools and equipment.		

INSTITUTIONAL, HOME MANAGEMENT, AND SUPPORTING SERVICES

COMPETENCIES

DIRECTIONS: Use the rating scale below to evaluate the student. Check the appropriate number to indicate the degree of competency. The numerical ratings of 4, 3, 2, and 1 are not intended to represent the traditional school grading system of A, B, C, and D. Ratings should reflect the student's JOB READINESS rather than the grade given in the class.

RATING SCALE: 4 - Skilled– can work independently with no supervision.
3 - Moderately Skilled–can perform job completely with limited supervision.
2 - Limited Skill–requires instruction and close supervision.
1 - No Exposure–no experience or knowledge in this area.

4	3	2	1	
				I. Carry out operations and management responsibilities related to institutional, home management, and supporting services.
☐	☐	☐	☐	1. Identify competencies needed to be an effective institutional, home management, and supporting services employee.
☐	☐	☐	☐	2. Describe qualities which lead to job success in institutional, home management, and supporting services.
☐	☐	☐	☐	3. Develop, evaluate, and implement organizational goals, policies, and procedures.
☐	☐	☐	☐	4. Follow rules, policies, and procedures of organization or business.
☐	☐	☐	☐	5. Supervise equipment selection, purchase, use, and care.
☐	☐	☐	☐	6. Maintain safe working conditions.
☐	☐	☐	☐	7. Identify procedures used to plan, interview, hire, evaluate, and discharge staff.
☐	☐	☐	☐	8. Train, supervise, and motivate employees.
☐	☐	☐	☐	9. Prepare work schedules and job assignments.
☐	☐	☐	☐	10. Relieve or assist other employees during emergencies.
☐	☐	☐	☐	11. Handle complaints and human relations problems.
☐	☐	☐	☐	12. Prepare correspondence and forms necessary in business.
☐	☐	☐	☐	13. Plan and analyze finances, costs, and sales.
☐	☐	☐	☐	14. Identify and observe applicable government regulations.
				II. Receive, store, requisition, issue, use, and care for cleaning equipment and supplies safely and efficiently.
☐	☐	☐	☐	15. Receive and inspect supplies, and complete receiving records.
☐	☐	☐	☐	16. Store equipment and supplies.
☐	☐	☐	☐	17. Issue, requisition, or take inventories of equipment and supplies.
☐	☐	☐	☐	18. Select, use, and care for cleaning equipment and supplies.
☐	☐	☐	☐	19. Read and follow manufacturer's directions for use of cleaning equipment and supplies.
☐	☐	☐	☐	20. Organize equipment and supplies to save time and energy.
☐	☐	☐	☐	21. Stock supply cart or carrier with cleaning supplies.
☐	☐	☐	☐	22. Utilize proper body mechanics to save time and energy in performing cleaning tasks.
☐	☐	☐	☐	23. Remove or report hazardous conditions, unsafe equipment, and materials.
☐	☐	☐	☐	24. Observe safety precautions when using and storing cleaning equipment and supplies.
☐	☐	☐	☐	25. Follow emergency procedures, and use first aid when necessary.
☐	☐	☐	☐	26. Report and record accidents.
				III. Perform necessary tasks to put rooms and building areas in good order.
☐	☐	☐	☐	27. Follow recommended procedures for entering and leaving guest rooms, handling pass key, and occupancy report.
☐	☐	☐	☐	28. Make a preliminary check of room condition when entering, and report damaged and found items.
☐	☐	☐	☐	29. Plan sequences of cleaning tasks.
☐	☐	☐	☐	30. Clean guest room as directed.
☐	☐	☐	☐	31. Clean an occupied hospital room, unoccupied hospital room, discharge unit, or isolation unit.
☐	☐	☐	☐	32. Clean public areas (entranceways, hallways, stairs, elevators, lounges, lobbies), offices, kitchen or dining areas.
☐	☐	☐	☐	33. Clean school or church (classrooms, laboratories, auditoriums, gymnasiums), business or factory.
☐	☐	☐	☐	34. Follow recommended procedures for entering and leaving a private home.
☐	☐	☐	☐	35. Keep private home clean and in reasonable order.
				IV. Perform specific cleaning tasks.
☐	☐	☐	☐	36. Collect and empty trash and garbage containers.
☐	☐	☐	☐	37. Collect, empty, and replace ashtrays, glasses, pitchers, and ice buckets.
☐	☐	☐	☐	38. Sweep, mop, vacuum, wax, buff, or apply floor finish according to type of floor.
☐	☐	☐	☐	39. Shampoo carpet.
☐	☐	☐	☐	40. Remove soiled bed linens, and deposit in designated place.
☐	☐	☐	☐	41. Make beds quickly and efficiently.
				42. Clean beds, and assist in turning mattresses as directed.
☐	☐	☐	☐	43. Dust, wax, polish, and clean furniture according to materials used in their construction.
☐	☐	☐	☐	44. Vacuum or shampoo upholstered furniture.
☐	☐	☐	☐	45. Clean and wash glass, porcelainized surfaces, and windows with squeegee or spray cleaner.
☐	☐	☐	☐	46. Clean light fixtures, remove and replace light bulbs when necessary.
☐	☐	☐	☐	47. Clean walls, ceilings, woodwork, and chalkboards.
☐	☐	☐	☐	48. Polish wooden surfaces.
☐	☐	☐	☐	49. Clean window treatments.
☐	☐	☐	☐	50. Remove soiled bath linens, and place in designated place.
☐	☐	☐	☐	51. Clean and sanitize bathrooms, restrooms, and shower rooms.
				V. Assume general maintenance and repair responsibilities.
☐	☐	☐	☐	52. Remove stains from various surfaces and materials.
☐	☐	☐	☐	53. Repair textile products, furniture, and window treatments.
☐	☐	☐	☐	54. Do minor nonelectrical maintenance and repairs.
☐	☐	☐	☐	55. Perform minor electrical appliance maintenance and repairs.
☐	☐	☐	☐	56. Inspect, clean, lubricate, and adjust heating and cooling equipment on a regular schedule.
☐	☐	☐	☐	57. Take appropriate measures to prevent and control pests.
☐	☐	☐	☐	58. Apply extermination material as directed.
☐	☐	☐	☐	59. Care for houseplants.
☐	☐	☐	☐	60. Care for grounds around building as required.
☐	☐	☐	☐	61. Clean outside areas, such as walkways, patios, driveways, porches, parking lots.
☐	☐	☐	☐	62. Inspect and maintain playground equipment, fences, and swimming pool area.
☐	☐	☐	☐	63. Display flag using correct procedures.
				VI. Care for linens and/or clothing.
☐	☐	☐	☐	64. Obtain clothing care services as needed.
☐	☐	☐	☐	65. Sort and prespot laundry.
☐	☐	☐	☐	66. Use laundry equipment and supplies safely and correctly.

□□□□ 67. Hand-launder clothing items when necessary.

□□□□ 68. Iron, press, fold, store, and distribute clean linens and clothes.

□□□□ 69. Repair garments, linens, curtains, and towels using a sewing machine.

□□□□ 70. Air blankets, pillows, and mattresses.

□□□□ 71. Process all "check-out" and "in order" room communications between housekeeping and the front desk.

□□□□ 72. Check each housekeeping aide's cart to ensure that it is equipped and supplied.

□□□□ 73. Count supplies, linens, and uniforms in and out to determine that each worker has accounted for every item.

□□□□ 74. Inspect, then report "in order" rooms to appropriate management personnel.

□□□□ 75. Check all "do not disturb" rooms after check-out time by phone, and report all "no answers" to appropriate management personnel immediately.

□□□□ 76. Check all housekeeping aides' room slips before they go off shift, and reassign uncleaned rooms.

□□□□ 77. Handle telephone requests and complaints directed to housekeeping.

□□□□ 78. Process all lost and found items according to policy.

□□□□ 79. Mend linens and uniforms.

□□□□ 80. Order needed supplies, linens, and uniforms.

VII. Plan, prepare, and serve meals for individual, family, or guests.

□□□□ 81. Plan suitable meals for individual, family, or guests.

□□□□ 82. Shop for food and supplies, and keep records of items purchased.

□□□□ 83. Use safe and sanitary procedures in food handling, storage, and preparation.

□□□□ 84. Follow standard procedures, and use proper equipment to prepare a variety of foods and beverages.

□□□□ 85. Serve food in manner prescribed by employer.

□□□□ 86. Help arrange space and furnishings for special parties.

VIII. Care for infants and young children.

□□□□ 87. Feed infant.

□□□□ 88. Supervise infant's sleep.

□□□□ 89. Bathe and dress infant.

□□□□ 90. Communicate and play with infant to stimulate growth and development.

□□□□ 91. Recognize factors influencing child's development.

□□□□ 92. Make special precautions for infant's safety.

□□□□ 93. Identify needs of children at various developmental stages.

□□□□ 94. Discriminate between acceptable and unacceptable behavior patterns.

□□□□ 95. Use appropriate techniques to help children learn acceptable behavior.

□□□□ 96. Help children develop good food habits and table manners.

□□□□ 97. Supervise activities which are appropriate fo. the age and developmental level of the child.

□□□□ 98. Recognize and report signs of illness, disease, and discomfort in child, and care for sick child.

□□□□ 99. Maintain discipline to help ensure safety of child.

IX. Provide personal services for handicapped and elderly persons.

□□□□ 100. Help person maintain dignity, sense of worth, interest in life, accept physical limitations, and stage in the life cycle.

□□□□ 101. Be understanding and consistent in working with handicapped and elderly.

□□□□ 102. Assist person with bathing, grooming, and dressing.

□□□□ 103. Perform daily clothing care tasks.

□□□□ 104. Take preventive health measures, and observe and report signs of illness or discomfort in handicapped or elderly person.

□□□□ 105. Follow prescribed health related instructions and keep appropriate records.

□□□□ 106. Facilitate individual's mobility consistent with physical ability.

□□□□ 107. Care for health aids.

□□□□ 108. Help handicapped person communicate.

□□□□ 109. Assist or provide special care for blind, visually handicapped, or mentally ill person.

□□□□ 110. Establish rapport, and encourage person to participate in individual and group activities.

□□□□ 111. Select and read suitable material to handicapped or elderly person.

□□□□ 112. Select and play appropriate games with handicapped or elderly person.

□□□□ 113. Plan programs and activities of interest to handicapped or elderly persons.

□□□□ 114. Shop, run errands for, and accompany handicapped or elderly person in public places on personal business.

□□□□ 115. Keep accurate records of money handled and incidental purchases made for handicapped or elderly person.

□□□□ 116. Accompany handicapped or elderly person to church, to social gatherings, or to visit friends.

□□□□ 117. Assist handicapped or elderly person with correspondence, telephone calls, and entertaining family or friends.

□□□□ 118. Pay bills, and keep records of income and expenses for handicapped or elderly person.

GENERAL EMPLOYABILITY COMPETENCIES

DIRECTIONS: Use the rating scale below to evaluate the student. Check the appropriate number to indicate the degree of competency. The numerical ratings of 4, 3, 2, and 1 are not intended to represent the traditional school grading system of A, B, C, and D. Ratings should reflect the student's JOB READINESS rather than the grade given in the class.

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2 - Limited Skill–requires instruction and close supervision.
1 - No Exposure–no experience or knowledge in this area.

4	3	2	1	
				I. Find and obtain employment.
☐	☐	☐	☐	1. Identify and utilize sources of job leads to identify job openings.
☐	☐	☐	☐	2. Compile a personal resume.
☐	☐	☐	☐	3. Complete a job application form or letter.
☐	☐	☐	☐	4. Prepare for and participate in a job interview.
☐	☐	☐	☐	5. Follow up a job interview; accept or decline a job offer.
				II. Take action which contributes to job satisfaction and job success.
☐	☐	☐	☐	6. Determine wages and how they are paid.
☐	☐	☐	☐	7. Identify payroll deductions and fringe benefits.
☐	☐	☐	☐	8. Interpret laws, regulations, policies, safety and health standards affecting employees.
☐	☐	☐	☐	9. Determine what employers and employees may expect of each other.
☐	☐	☐	☐	10. Dress and groom appropriately for the job.
☐	☐	☐	☐	11. Develop attitudes which promote job success.
☐	☐	☐	☐	12. Exhibit a work ethic.
☐	☐	☐	☐	13. Exhibit appropriate business etiquette and job ethics.
☐	☐	☐	☐	14. Observe policies, rules, and regulations of the job.
☐	☐	☐	☐	15. Exhibit an acceptable level of productivity.
☐	☐	☐	☐	16. Participate in a performance review and evaluation.
☐	☐	☐	☐	17. Make a positive first impression.
☐	☐	☐	☐	18. Work cooperatively with fellow employees, supervisors, and management.
☐	☐	☐	☐	19. Communicate clearly with customers, fellow workers, and others on the job.
☐	☐	☐	☐	20. Communicate effectively orally, in writing, and with body language.
☐	☐	☐	☐	21. Use a business telephone correctly.
☐	☐	☐	☐	22. Ask for a pay increase.
☐	☐	☐	☐	23. Follow acceptable procedures for quitting a job.
☐	☐	☐	☐	24. Prepare a course of action in case of job loss, injury, disability, or violation of work rights.
☐	☐	☐	☐	25. Apply for worker's compensation.
				III. Accept responsibility for career planning and professional growth.
☐	☐	☐	☐	26. Identify employment trends and opportunities and the changing roles of men and women in the labor force.
☐	☐	☐	☐	27. Recognize the benefits of personal hobbies and interests, volunteer work, work experience programs, and part-time jobs in career planning.
☐	☐	☐	☐	28. Set career goals, and evaluate progress toward goals.
☐	☐	☐	☐	29. Assess job advancement opportunities, and develop a plan for job advancement.
☐	☐	☐	☐	30. Recognize the importance of study in one's occupational area.
☐	☐	☐	☐	31. Identify and select education/training related to occupational area.
☐	☐	☐	☐	32. Finance or obtain assistance in financing education/training.
☐	☐	☐	☐	33. Participate in a professional/trade organization.
				IV. Accept responsibility for personal life.
☐	☐	☐	☐	34. Analyze personal likes and dislikes, aptitudes, and skills.
☐	☐	☐	☐	35. Identify roles as an individual and family member.
☐	☐	☐	☐	36. Develop a positive self-concept, a pleasing personality, and a sense of humor.
☐	☐	☐	☐	37. Develop a philosophy of life.
☐	☐	☐	☐	38. Recognize and cope with stress.
☐	☐	☐	☐	39. Recognize the impact of income on one's lifestyle.
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☐	☐	☐	☐	41. Use the decision-making process to reach solutions to problems.
☐	☐	☐	☐	42. Accept responsibility for decisions.
☐	☐	☐	☐	43. Apply the management process to daily life.
☐	☐	☐	☐	44. Utilize time and energy effectively.
☐	☐	☐	☐	45. Combine work and home responsibilities successfully.
☐	☐	☐	☐	46. Maintain a balance of activities in life.
☐	☐	☐	☐	47. Select and maintain appropriate clothing for activities.
☐	☐	☐	☐	48. Select and use appropriate transportation.
☐	☐	☐	☐	49. Choose, furnish, and care for a place to live.
☐	☐	☐	☐	50. Achieve and maintain good physical, mental, and emotional health.
☐	☐	☐	☐	51. Obtain medical care.
☐	☐	☐	☐	52. Recognize safety hazards, and observe safety precautions.
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☐	☐	☐	☐	54. Identify characteristics of the American free enterprise system.
☐	☐	☐	☐	55. Analyze influences of economic trends on individuals and families.
☐	☐	☐	☐	56. Recognize the influence of values, goals, and standards on money management.
☐	☐	☐	☐	57. Analyze consumer laws and protection.
☐	☐	☐	☐	58. Make and follow a spending plan.
☐	☐	☐	☐	59. Select and use banking services.
☐	☐	☐	☐	60. Use credit responsibly to maintain a good credit rating.
☐	☐	☐	☐	61. Choose life, health, property, and liability insurance to meet needs.
☐	☐	☐	☐	62. File an insurance claim.
☐	☐	☐	☐	63. Recognize influences on buying.
☐	☐	☐	☐	64. Make a long-range buying plan.
☐	☐	☐	☐	65. Comparison shop, and use sales to best advantage.
☐	☐	☐	☐	66. Develop a code of consumer ethics.
☐	☐	☐	☐	67. Recognize and report fraudulent and deceptive practices.
☐	☐	☐	☐	68. Make effective consumer complaints.
				VI. Function effectively in the community.
☐	☐	☐	☐	69. Investigate election issues, and exercise the right to vote.
☐	☐	☐	☐	70. Utilize procedures for influencing legislation.
☐	☐	☐	☐	71. Identify the benefits and costs of Social Security.
☐	☐	☐	☐	72. Analyze benefits derived from taxes.
☐	☐	☐	☐	73. Complete an income tax form.
☐	☐	☐	☐	74. Accept individual legal responsibilities.
☐	☐	☐	☐	75. Recognize the potential effects of breaking the law.
☐	☐	☐	☐	76. Obtain and use legal services.
☐	☐	☐	☐	77. Identify community services available to individuals and families.
☐	☐	☐	☐	78. Participate effectively in community organizations.

OCCUPATIONAL COMPETENCY PROFILE

Instructional Program
(Occupational Objective): _____ School: _____ Date: _____

Name: _____ Social Security No. _____ Phone: _____
Last Middle First

Address: _____ Age: _____ Date of Birth: _____ Sex: _____

Racial/Ethnic Designation: _____ Special Needs: _____

In Case of Emergency,
Contact: _____ Address _____ Home phone _____ Business phone _____
OR
Contact: _____ Address _____ Home phone _____ Business phone _____

Method of Instruction	Grade	Enrollment Date	Withdrawal Date	Completion Date	Total Class Hours	Total Laboratory Hours	Total On-the-job Training Hours	Instructor
VEH								
CVAE								
PELE								
HECE								

ON-THE-JOB TRAINING/WORK EXPERIENCE

Duration of Employment	Job Title	Supervisor's Name	Training Station	Address of Employer	Phone

FOLLOW-UP RECORD

Date	*Current Address*	*Education Status*			
		Attending	Not Attending	Institution	Objective

Employment Status

Not in Labor Force	Unemployed	Military Status	Employed	Employer	Address	Supervisor	Position	Related to Training Yes/No	Salary

Certificate of Competence

Texas Education Agency
Vocational Home Economics Education
presents this certificate to

_____

to certify satisfactory completion of requirements for _____

while enrolled in _____

at _____ School, _____, Texas

on this _____ day of _____, 19 _____.

_____ _____

Teacher Administrator

_____ _____

Advisory Council Chairperson Administrator

OCCUPATIONAL COMPETENCY PROFILE SUMMARY

Below is a summary of the student's achievement of major competencies related to the student's occupational objective. The numerical ratings of 4, 3, 2, and 1 are not intended to represent the traditional school grading system of A, B, C, and D. The ratings reflect the student's job readiness rather than the grade given in the class. Detailed ratings of the student's achievement of specific competencies related to each major competency are part of the student's permanent school record.

RATING SCALE: 4 - Skilled—can work independently with no supervision.
3 - Moderately Skilled—can perform job completely with limited supervision.
2 - Limited Skill—requires instruction and close supervision.
1 - No Exposure—no experience or knowledge in this area.

GENERAL EMPLOYABILITY

4 3 2 1		4 3 2 1	
☐☐☐☐	I. Find and obtain employment.	☐☐☐☐	IV. Accept responsibility for personal life.
☐☐☐☐	II. Take action which contributes to job satisfaction and job success.	☐☐☐☐	V. Accept consumer responsibilities.
☐☐☐☐	III. Accept responsibility for career planning and professional growth.	☐☐☐☐	VI. Function effectively in the community.

INSTITUTIONAL, HOME MANAGEMENT, AND SUPPORTING SERVICES

4 3 2 1		4 3 2 1	
☐☐☐☐	I. Carry out operations and management responsibilities related to institutional, home management, and supporting services.	☐☐☐☐	VI. Care for linens and/or clothing.
☐☐☐☐	II. Receive, store, requisition, issue, use and care for cleaning equipment and supplies safely and efficiently.	☐☐☐☐	VII. Plan, prepare, and serve meals for individual, family, or guests.
☐☐☐☐	III. Perform necessary tasks to put rooms and building areas in good order.	☐☐☐☐	VIII. Care for infants and young children.
☐☐☐☐	IV. Perform specific cleaning tasks.	☐☐☐☐	IX. Provide personal services for handicapped and elderly persons.
☐☐☐☐	V. Assume general maintenance and repair responsibilities.		

HOME AND COMMUNITY SERVICES

COMPETENCIES

DIRECTIONS: Use the rating scale below to evaluate the student. Check the appropriate number to indicate the degree of competency. The numerical ratings of 4, 3, 2, and 1 are not intended to represent the traditional school grading system of A, B, C, and D. Ratings should reflect the student's JOB READINESS rather than the grade given in the class.

RATING SCALE: 4 - Skilled– can work independently with no supervision.
3 - Moderately Skilled–can perform job completely with limited supervision.
2 - Limited Skill–requires instruction and close supervision.
1 - No Exposure–no experience or knowledge in this area.

4	3	2	1	
–	–	–	–	I. Carry out responsibilities related to home and community services occupations.
☐	☐	☐	☐	1. Identify competencies needed to be an effective employee in home and community services occupations.
☐	☐	☐	☐	2. Describe qualities which lead to job success in home and community services.
☐	☐	☐	☐	3. Follow rules, policies, and procedures of organization or business.
–	–	–	–	II. Receive, store, requisition, issue, use, and care for cleaning equipment and supplies.
☐	☐	☐	☐	4. Store equipment and supplies.
☐	☐	☐	☐	5. Requisition equipment and supplies.
☐	☐	☐	☐	6. Select, follow directions, use, and care for cleaning equipment and supplies.
☐	☐	☐	☐	7. Organize equipment and supplies to save time and energy.
☐	☐	☐	☐	8. Stock supply cart or carrier with cleaning supplies.
☐	☐	☐	☐	9. Utilize proper body mechanics to save time and energy in cleaning tasks.
–	–	–	–	III. Perform necessary tasks to put rooms, and building areas in good order.
☐	☐	☐	☐	10. Follow recommended procedures for entering and leaving guest rooms, handling pass key, occupancy report, and preliminary check of room condition.
☐	☐	☐	☐	11. Plan sequences of cleaning tasks.
☐	☐	☐	☐	12. Clean rooms and building areas as directed.
☐	☐	☐	☐	13. Keep private home clean and in reasonable order.
☐	☐	☐	☐	IV. Perform specific cleaning tasks.
☐	☐	☐	☐	14. Collect, empty, and clean ashtrays, glasses, pitchers, ice buckets, trash and garbage containers.
☐	☐	☐	☐	15. Sweep, mop, vacuum, wax, buff, or apply finish to floors.
☐	☐	☐	☐	16. Shampoo carpet.
☐	☐	☐	☐	17. Remove soiled bed linens, and deposit in designated place.
☐	☐	☐	☐	18. Make beds quickly and efficiently.
☐	☐	☐	☐	19. Clean beds and assist in turning mattresses as directed.
☐	☐	☐	☐	20. Dust, wax, polish, clean, vacuum or shampoo furniture.
☐	☐	☐	☐	21. Clean and wash glass, porcelainized surfaces and windows.
☐	☐	☐	☐	22. Clean light fixtures, remove and replace light bulbs when necessary.
☐	☐	☐	☐	23. Clean walls, ceilings, woodwork, and chalkboards.
☐	☐	☐	☐	24. Polish wooden surfaces.
☐	☐	☐	☐	25. Clean window treatments.
☐	☐	☐	☐	26. Remove soiled bath linens, and place in designated place.
☐	☐	☐	☐	27. Clean and sanitize bathrooms, restrooms, and shower rooms.
☐	☐	☐	☐	28. Clean outside areas, such as walkways, patios, driveways, porches, parking lots.
☐	☐	☐	☐	29. Inspect and maintain playground equipment and fences.
☐	☐	☐	☐	30. Display flag using correct procedures.
				V. Care for household linens and/or clothing.
☐	☐	☐	☐	31. Air blankets, pillows, and mattresses.
☐	☐	☐	☐	32. Obtain clothing care services as needed.
☐	☐	☐	☐	33. Replace and mark laundry or dry cleaning in a commercial establishment.
☐	☐	☐	☐	34. Sort laundry or dry cleaning, pre-spot and determine appropriate procedures for each item.
☐	☐	☐	☐	35. Launder or dry clean using commercial equipment.
☐	☐	☐	☐	36. Use proper finishing procedures.
☐	☐	☐	☐	37. Inspect finished laundry or dry cleaning.
☐	☐	☐	☐	38. Measure, realize, mark, and fold clothing.
☐	☐	☐	☐	39. Iron, press, fold, store, and distribute clean linens and clothes.
☐	☐	☐	☐	40. Assemble garments by ticket number or other identification.
☐	☐	☐	☐	41. Identify customer's garments according to ticket number, and bag garments.
☐	☐	☐	☐	42. Pack and store garments.
–	–	–	–	VI. Maintain appropriate standards of sanitation in a food service facility.
☐	☐	☐	☐	43. Maintain acceptable standards in personal grooming and hygiene.
☐	☐	☐	☐	44. Perform sanitation duties according to the cleaning schedule provided.
☐	☐	☐	☐	45. Use sanitary food handling, preseration, and storage techniques.
☐	☐	☐	☐	46. Report signs of pests in the food service establishment.
☐	☐	☐	☐	47. Use sanitary procedures when washing, sanitizing, and drying pots, pans, and other utensils by hand.
☐	☐	☐	☐	48. Use sanitary procedures when washing glassware, tableware, and flatware in the dishwashing machine.
☐	☐	☐	☐	49. Inspect, sort, and store clean glassware, tableware, flatware, and utensils.
–	–	–	–	VII. Select, use, and care for food service equipment.
☐	☐	☐	☐	50. Identify, select, and use large and small food service equipment.
☐	☐	☐	☐	51. Clean, maintain, and store food service equipment and tools.
☐	☐	☐	☐	52. Report equipment needing repairs to supervisor.
				VIII. Receive, store, and issue food and supplies.
☐	☐	☐	☐	53. Prepare for storage, store, issue and rotate food and supplies.
☐	☐	☐	☐	54. Maintain storage facilities at optimum conditions for food preservation.
–	–	–	–	IX. Use appropriate food production techniques.
☐	☐	☐	☐	55. Read and follow recipe instructions.
☐	☐	☐	☐	56. Use food preparation and service terms correctly.
☐	☐	☐	☐	57. Recognize a variety of foods: their types, forms, and properties.
☐	☐	☐	☐	58. Set up and maintain individual work area utilizing time- and energy-saving techniques.
☐	☐	☐	☐	59. Requisition food and supplies.
☐	☐	☐	☐	60. Assemble and prepare ingredients (or suitable substitutes) and equipment.
☐	☐	☐	☐	61. Measure and weigh foods according to specifications in standard recipes.
☐	☐	☐	☐	62. Use a variety of cooking techniques.
☐	☐	☐	☐	63. Utilize convenience foods in food preparation.
☐	☐	☐	☐	64. Use correct time and temperatures for food preparation.
☐	☐	☐	☐	65. Recognize, use, and store spices, herbs, and extracts properly.
☐	☐	☐	☐	66. Prepare non-alcoholic beverages.
☐	☐	☐	☐	67. Prepare appetizers and garnishes.
☐	☐	☐	☐	68. Prepare hot and cold sandwiches.
☐	☐	☐	☐	69. Prepare salads and salad dressings.
☐	☐	☐	☐	70. Prepare fruits and vegetables.
☐	☐	☐	☐	71. Prepare soups, sauces, and gravies.
☐	☐	☐	☐	72. Prepare cereal and pasta products.
☐	☐	☐	☐	73. Prepare eggs and egg dishes.
☐	☐	☐	☐	74. Prepare cheese and cheese dishes.
☐	☐	☐	☐	75. Prepare meats, seafoods, and poultry.
☐	☐	☐	☐	76. Prepare puddings, custards, souffles, gelatin desserts, and frozen desserts.
☐	☐	☐	☐	77. Prepare fruit desserts and fried desserts.
☐	☐	☐	☐	78. Prepare quick breads, yeast breads, cookies, cakes, pies, pastries, and meringues.
☐	☐	☐	☐	79. Prepare and use icings, frostings, and fillings.

80. Plate and garnish foods attractively.
81. Prepare artistic food displays for serving lines, buffets, soup and salad bars.
82. Observe, test, and evaluate quality of foods being prepared using sanitary procedures.
83. Portion foods accurately.
84. Hold or store prepared foods until needed.
85. Follow work schedule so foods are ready at serving time.
86. Coordinate and assemble food orders.
87. Utilize appropriate procedures for serving food.
88. Perform opening, closing, and sidework duties.
89. Welcome guests and oversee customer comfort.
90. Present menus, answer questions, encourage purchase of additional menu items, and take food orders following prescribed methods.
91. Relay orders to kitchen or serving counter.
92. Pick up orders in kitchen, and verify by scanning filled plates and trays.
93. Package take-out orders and serve take-out customers.
94. Serve food and beverages in prescribed manner.
95. Provide course accompaniments and serve foods as directed according to type of service.
96. Check guests' or patients' needs and supply needed items.
97. Handle and report complaints as directed.
98. Clear items from tables, and remove.
99. Carry loaded trays between kitchen and serving areas.
100. Sort, count, and store utensils.
101. Itemize and total price of order, present check to customer, and accept payment or refer customer to cashier.

X. Select, store, use and care for sewing tools and equipment.

102. Identify, safely use, care for, and store small sewing and pressing tools and equipment.
103. Select and purchase sewing supplies, notions, sewing and pressing equipment.
104. Thread, adjust, operate, and maintain a domestic sewing machine.
105. Thread, adjust, safely operate, and maintain industrial sewing machines.
106. Adjust machine chair and knee lift to fit operator.

XI. Use basic sewing and pressing skills.

107. Consider textile characteristics in garment, construction, alteration, repair, and care.
108. Operate sewing machine with speed and efficiency.
109. Select and use appropriate machine stitching techniques.
110. Rip stitching without damaging fabric.
111. Select and make appropriate hand stitches.
112. Use techniques suitable for fabric when pressing, shaping, or molding construction details, and in final pressing.
113. Construct cutting markers for commercial production.
114. Prepare or interpret cutting or spread tickets in commercial production.
115. Prepare fabric and cut by hand or machine.
116. Mark and shade cut garment pieces.
117. Sort and bundle garment parts for delivery to assembly area.
118. Use industrial sewing terminology correctly.
119. Follow standardized methods for operations in an industrial sewing room.
120. Figure earnings of sewing machine operator.
121. Distribute and collect bundles of garment parts and supplies.
122. Assemble bundles or subassemblies for efficient work flow.
123. Perform assigned sewing operation(s) on standard or special sewing machine(s).
124. Notify sewing machine repairperson of machine problems.
125. Inspect garments, locate defects, mark garments using standard defect symbols.
126. Repair defective garments.
127. Sort and pack finished garments.

XII. Construct custom-made garments.

128. Arrive at work/price agreement with customer.
129. Measure customer for size, and record measurements and body irregularities.
130. Schedule appointments for conferences and fittings.
131. Check customer's measurements with those of pattern, and note variations.
132. Design or alter pattern to ensure custom fit of garment.
133. Prepare fabric for cutting, observe suggested pattern layout, make adaptations, and lay out pattern pieces.
134. Position and pin pattern sections on fabric, or outline pattern parts on fabric.
135. Cut fabric by pattern edge or outline.
136. Mark fabric using appropriate techniques.
137. Assemble cut pieces for construction.
138. Preserve shape of garment by stay-stitching and directional stitching.
139. Pin or baste garment pieces together in units for fitting or stitching.
140. Construct garment in unit sequence using appropriate stitches and techniques.
141. Press construction details as each unit is completed.
142. Finish edges by appropriate methods.
143. Apply interfacing, underlining, and lining where appropriate.
144. Fit basic garment units to customer and make needed adjustments.
145. Construct and attach pockets, binding, facing, collars, and sleeves to garments.
146. Finish waistline of garments.
147. Put in zippers.
148. Make final fittings of garments.
149. Make hand or machine buttonholes.
150. Select and apply hem finishes.
151. Apply closures, and decorative trim.
152. Construct belts.
153. Press finished garments.
154. Evaluate appearance of finished garments.

XIII. Fit, alter, and repair garments.

155. Fit garment on customer maintaining grain, and analyze fitting problems.
156. Identify and suggest alterations.
157. Mark or pin garment for alterations.
158. Estimate cost, set pickup date, and make a claim check for alterations or repairs.
159. Prepare a tag indicating alterations or repairs and giving instructions.
160. Interpret alteration markings, and make alterations on garments.
161. Select and use appropriate techniques to make garment repairs.

XIV. Construct and install window treatments.

162. Interpret and follow work orders for construction of draperies.
163. Figure the cutting lengths and widths of panels and lining for draperies.
164. Measure, cut, and mark fabrics for draperies and curtains.
165. Sort and bundle window treatment parts for delivery to assembly area.
166. Stitch drapery panel and lining lengths, matching pattern repeats where needed.
167. Measure, fold, and crease hems in draperies, placing weights as needed.
168. Hand stitch or blindstitch drapery hems.
169. Construct drapery heading.
170. Attach lining by hand or machine.
171. Plan drapery pleats and spaces.
172. Break and tack pleats.
173. Insert curtain and drapery hooks.
174. Construct cafe and shirred curtains.
175. Construct Austrian, Roman, and laminated shades and shutter fabric fills.
176. Construct cornices, valances, lambrequins, swags, and cascades.
177. Prepare and pack completed draperies for mailing, shipping, or delivery.
178. Install window treatment hardware.

XV. Construct a variety of decorative accessories for the home.

179. Determine fabric needed for constructing pillows, cushions, and bolsters.
180. Construct pillows, cushions, and bolsters as specified on work order.
181. Determine fabric needed for bedspread, coverlet, or pillow sham.
182. Construct various types of bedspreads, coverlets, and pillow shams.
183. Measure upholstered furniture.
184. Estimate amount of fabric and other materials needed for slipcovers.
185. Pin-fit a muslin or paper pattern, or the slipcover fabric to upholstered piece.
186. Construct slipcovers.
187. Recover a chair seat using basic upholstery techniques.

GENERAL EMPLOYABILITY COMPETENCIES

DIRECTIONS: Use the rating scale below to evaluate the student. Check the appropriate number to indicate the degree of competency. The numerical ratings of 4, 3, 2, and 1 are not intended to represent the traditional school grading system of A, B, C, and D. Ratings should reflect the student's JOB READINESS rather than the grade given in the class.

RATING SCALE: 4 - Skilled– can work independently with no supervision.
3 - Moderately Skilled–can perform job completely with limited supervision.
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4	3	2	1	
				I. Find and obtain employment.
☐	☐	☐	☐	1. Identify and utilize sources of job leads to identify job openings.
☐	☐	☐	☐	2. Compile a personal resume.
☐	☐	☐	☐	3. Complete a job application form or letter.
☐	☐	☐	☐	4. Prepare for and participate in a job interview.
☐	☐	☐	☐	5. Follow up a job interview; accept or decline a job offer.
				II. Take action which contributes to job satisfaction and job success.
☐	☐	☐	☐	6. Determine wages and how they are paid.
☐	☐	☐	☐	7. Identify payroll deductions and fringe benefits.
☐	☐	☐	☐	8. Interpret laws, regulations, policies, safety and health standards affecting employees.
☐	☐	☐	☐	9. Determine what employers and employees may expect of each other.
☐	☐	☐	☐	10. Dress and groom appropriately for the job.
☐	☐	☐	☐	11. Develop attitudes which promote job success.
☐	☐	☐	☐	12. Exhibit a work ethic.
☐	☐	☐	☐	13. Exhibit appropriate business etiquette and job ethics.
☐	☐	☐	☐	14. Observe policies, rules, and regulations of the job.
☐	☐	☐	☐	15. Exhibit an acceptable level of productivity.
☐	☐	☐	☐	16. Participate in a performance review and evaluation.
☐	☐	☐	☐	17. Make a positive first impression.
☐	☐	☐	☐	18. Work cooperatively with fellow employees, supervisors, and management.
☐	☐	☐	☐	19. Communicate clearly with customers, fellow workers, and others on the job.
☐	☐	☐	☐	20. Communicate effectively orally, in writing, and with body language.
☐	☐	☐	☐	21. Use a business telephone correctly.
☐	☐	☐	☐	22. Ask for a pay increase.
☐	☐	☐	☐	23. Follow acceptable procedures for quitting a job.
☐	☐	☐	☐	24. Prepare a course of action in case of job loss, injury, disability, or violation of work rights.
☐	☐	☐	☐	25. Apply for worker's compensation.
				III. Accept responsibility for career planning and professional growth.
☐	☐	☐	☐	26. Identify employment trends and opportunities and the changing roles of men and women in the labor force.
☐	☐	☐	☐	27. Recognize the benefits of personal hobbies and interests, volunteer work, work experience programs, and part-time jobs in career planning.
☐	☐	☐	☐	28. Set career goals, and evaluate progress toward goals.
☐	☐	☐	☐	29. Assess job advancement opportunities, and develop a plan for job advancement.
☐	☐	☐	☐	30. Recognize the importance of study in one's occupational area.
☐	☐	☐	☐	31. Identify and select education/training related to occupational area.
☐	☐	☐	☐	32. Finance or obtain assistance in financing education/training.
☐	☐	☐	☐	33. Participate in a professional/trade organization.
				IV. Accept responsibility for personal life.
☐	☐	☐	☐	34. Analyze personal likes and dislikes, aptitudes, and skills.
☐	☐	☐	☐	35. Identify roles as an individual and family member.
☐	☐	☐	☐	36. Develop a positive self-concept, a pleasing personality, and a sense of humor.
☐	☐	☐	☐	37. Develop a philosophy of life.
☐	☐	☐	☐	38. Recognize and cope with stress.
☐	☐	☐	☐	39. Recognize the impact of income on one's lifestyle.
☐	☐	☐	☐	40. Identify needs and wants.
☐	☐	☐	☐	41. Use the decision-making process to reach solutions to problems.
☐	☐	☐	☐	42. Accept responsibility for decisions.
☐	☐	☐	☐	43. Apply the management process to daily life.
☐	☐	☐	☐	44. Utilize time and energy effectively.
☐	☐	☐	☐	45. Combine work and home responsibilities successfully.
☐	☐	☐	☐	46. Maintain a balance of activities in life.
☐	☐	☐	☐	47. Select and maintain appropriate clothing for activities.
☐	☐	☐	☐	48. Select and use appropriate transportation.
☐	☐	☐	☐	49. Choose, furnish, and care for a place to live.
☐	☐	☐	☐	50. Achieve and maintain good physical, mental, and emotional health.
☐	☐	☐	☐	51. Obtain medical care.
☐	☐	☐	☐	52. Recognize safety hazards, and observe safety precautions.
☐	☐	☐	☐	53. Follow emergency procedures, using first aid when necessary.
				V. Accept consumer responsibilities.
☐	☐	☐	☐	54. Identify characteristics of the American free enterprise system.
☐	☐	☐	☐	55. Analyze influences of economic trends on individuals and families.
☐	☐	☐	☐	56. Recognize the influence of values, goals, and standards on money management.
☐	☐	☐	☐	57. Analyze consumer laws and protection.
☐	☐	☐	☐	58. Make and follow a spending plan.
☐	☐	☐	☐	59. Select and use banking services.
☐	☐	☐	☐	60. Use credit responsibly to maintain a good credit rating.
☐	☐	☐	☐	61. Choose life, health, property, and liability insurance to meet needs.
☐	☐	☐	☐	62. File an insurance claim.
☐	☐	☐	☐	63. Recognize influences on buying.
☐	☐	☐	☐	64. Make a long-range buying plan.
☐	☐	☐	☐	65. Comparison shop, and use sales to best advantage.
☐	☐	☐	☐	66. Develop a code of consumer ethics.
☐	☐	☐	☐	67. Recognize and report fraudulent and deceptive practices.
☐	☐	☐	☐	68. Make effective consumer complaints.
				VI. Function effectively in the community.
☐	☐	☐	☐	69. Investigate election issues, and exercise the right to vote.
☐	☐	☐	☐	70. Utilize procedures for influencing legislation.
☐	☐	☐	☐	71. Identify the benefits and costs of Social Security.
☐	☐	☐	☐	72. Analyze benefits derived from taxes.
☐	☐	☐	☐	73. Complete an income tax form.
☐	☐	☐	☐	74. Accept individual legal responsibilities.
☐	☐	☐	☐	75. Recognize the potential effects of breaking the law.
☐	☐	☐	☐	76. Obtain and use legal services.
☐	☐	☐	☐	77. Identify community services available to individuals and families.
☐	☐	☐	☐	78. Participate effectively in community organizations.

OCCUPATIONAL COMPETENCY PROFILE

Instructional Program (Occupational Objective): _____ School: _____ Date: _____

Name: _____ Social Security No. _____ Phone: _____
Last Middle First

Address: _____ Age: _____ Date of Birth: _____ Sex: _____

Racial/Ethnic Designation: _____ Special Needs: _____

In Case of Emergency,
Contact: _____ Address _____ Home phone _____ Business phone _____
OR
Contact: _____ Address _____ Home phone _____ Business phone _____

Method of Instruction	Grade	Enrollment Date	Withdrawal Date	Completion Date	Total Class Hours	Total Laboratory Hours	Total On-the-job Training Hours	Instructor
VEH								
CVAE								
PELE								
HECE								

ON-THE-JOB TRAINING/WORK EXPERIENCE

Duration of Employment	Job Title	Supervisor's Name	Training Station	Address of Employer	Phone

FOLLOW-UP RECORD

Date	*Current Address*	*Education Status*			
		Attending	Not Attending	Institution	Objective

Employment Status

Not in Labor Force	Un-employed	Military Status	Employed	Employer	Address	Supervisor	Position	Related to Training Yes/No	Salary

Certificate of Competence

Texas Education Agency
Vocational Home Economics Education
presents this certificate to

_____

to certify satisfactory completion of requirements for _____

while enrolled in _____

at _____ School, _____, Texas

on this _____ day of _____, 19 _____.

_____ _____

Teacher Administrator

_____ _____

Advisory Council Chairperson Administrator

OCCUPATIONAL COMPETENCY PROFILE SUMMARY

Below is a summary of the student's achievement of major competencies related to the student's occupational objective. The numerical ratings of 4, 3, 2, and 1 are not intended to represent the traditional school grading system of A, B, C, and D. The ratings reflect the student's job readiness rather than the grade given in the class. Detailed ratings of the student's achievement of specific competencies related to each major competency are part of the student's permanent school record.

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2 - Limited Skill–requires instruction and close supervision.
1 - No Exposure–no experience or knowledge in this area.

GENERAL EMPLOYABILITY SKILLS

4 3 2 1		4 3 2 1	
☐☐☐☐	I. Find and obtain employment.	☐☐☐☐	IV. Accept responsibility for personal life.
☐☐☐☐	II. Take action which contributes to job satisfaction and job success.	☐☐☐☐	V. Accept consumer responsibilities.
☐☐☐☐	III. Accept responsibility for career planning and professional growth.	☐☐☐☐	VI. Function effectively in the community.

HOME AND COMMUNITY SERVICES

4 3 2 1		4 3 2 1	
☐☐☐☐	I. Carry out responsibilities related to home and community services occupations.	☐☐☐☐	IX. Use appropriate food production techniques.
☐☐☐☐	II. Receive, store, requisition, issue, use and care for cleaning equipment and supplies.	☐☐☐☐	X. Select, store, use and care for sewing tools and equipment.
☐☐☐☐	III. Perform necessary tasks to put rooms, and building areas in good order.	☐☐☐☐	XI. Use basic sewing and pressing skills.
☐☐☐☐	IV. Perform specific cleaning tasks.	☐☐☐☐	XII. Construct custom-made garments.
☐☐☐☐	V. Care for household linens and/or clothing.	☐☐☐☐	XIII. Fit, alter, and repair garments.
☐☐☐☐	VI. Maintain appropriate standards of sanitation in a food service facility.	☐☐☐☐	XIV. Construct and install window treatment.
☐☐☐☐	VII. Select, use, and care for food service equipment.	☐☐☐☐	XV. Construct a variety of decorative accessories.
☐☐☐☐	VIII. Receive, store, and issue food and supplies.		

FOOD PRODUCTION, MANAGEMENT, AND SERVICES

COMPETENCIES

DIRECTIONS: Use the rating scale below to evaluate the student. Check the appropriate number to indicate the degree of competency. The numerical ratings of 4, 3, 2, and 1 are not intended to represent the traditional school grading system of A, B, C, and D. Ratings should reflect the student's JOB READINESS rather than the grade given in the class.

RATING SCALE: 4 - Skilled– can work independently with no supervision.
3 - Moderately Skilled–can perform job completely with limited supervision.
2 - Limited Skill–requires instruction and close supervision.
1 - No Exposure–no experience or knowledge in this area.

4	3	2	1	
–	–	–	–	I. Manage business responsibilities related to food production and service.
☐	☐	☐	☐	1. Identify competencies needed to be an effective food service employee.
☐	☐	☐	☐	2. Describe personal qualities which lead to job success in food management, production, and services.
☐	☐	☐	☐	3. Develop, evaluate, and implement organizational goals, policies, and procedures in the operation of food service.
☐	☐	☐	☐	4. Determine and evaluate location, layout of facilities, and decor.
☐	☐	☐	☐	5. Supervise equipment selection, purchase, use, and care.
☐	☐	☐	☐	6. Maintain safe working conditions.
☐	☐	☐	☐	7. Identify procedures used to plan, interview, hire, evaluate, and discharge staff.
☐	☐	☐	☐	8. Train personnel, and enforce policies of personal hygiene, sanitation, and safety.
☐	☐	☐	☐	9. Prepare work schedules and job assignments.
☐	☐	☐	☐	10. Relieve or assist other employees during emergencies or rush periods.
☐	☐	☐	☐	11. Plan menus appropriate for type of food service.
☐	☐	☐	☐	12. Select, develop, and standardize recipes.
☐	☐	☐	☐	13. Cost menu items, set menu prices of foods, and make changes in menu when needed.
☐	☐	☐	☐	14. Arrange, design, and interpret menu sheets or folders.
☐	☐	☐	☐	15. Contact purveyors, and compare food prices.
☐	☐	☐	☐	16. Prepare market orders, and purchase food and consumable supplies.
☐	☐	☐	☐	17. Evaluate use, cost, ease of preparation, and aesthetic qualities of foods.
☐	☐	☐	☐	18. Direct stockroom activities.
☐	☐	☐	☐	19. Take inventories of food, utensils, and equipment.
☐	☐	☐	☐	20. Plan, coordinate, and supervise production.
☐	☐	☐	☐	21. Set production standards.
☐	☐	☐	☐	22. Control and improve sequence of operations.
☐	☐	☐	☐	23. Schedule food preparation tasks.
☐	☐	☐	☐	24. Utilize food, labor, and equipment cost-control procedures.
☐	☐	☐	☐	25. Handle complaints and human relations problems.
☐	☐	☐	☐	26. Apply merchandising techniques to ensure profit.
☐	☐	☐	☐	27. Plan and conduct advertising and promotional programs.
☐	☐	☐	☐	28. Prepare and maintain records, correspondence, and forms.
☐	☐	☐	☐	29. Plan and analyze finances, costs, and sales.
☐	☐	☐	☐	30. Interpret and comply with laws and statutes pertaining to food service establishments.
–	–	–	–	II. Utilize appropriate safety practices and emergency procedures.
☐	☐	☐	☐	31. Keep food service facility free of hazardous conditions and unsafe equipment and materials.
☐	☐	☐	☐	32. Maintain high safety standards in food preparation, service, and cleanup tasks.
☐	☐	☐	☐	33. Follow appropriate procedures in emergency situations.
☐	☐	☐	☐	34. Complete accident reports and records.
–	–	–	–	III. Maintain appropriate standards of sanitation.
☐	☐	☐	☐	35. Follow federal, state, and local sanitation codes for food service establishments.
☐	☐	☐	☐	36. Maintain acceptable standards in personal grooming and hygiene.
☐	☐	☐	☐	37. Perform sanitation duties according to the cleaning schedule provided.
☐	☐	☐	☐	38. Use sanitary food handling, preparation, and storage techniques.
☐	☐	☐	☐	39. Report signs of pests in the food service establishment.
☐	☐	☐	☐	40. Use sanitary procedures when washing, sanitizing, and drying pots, pans, and other utensils by hand.
☐	☐	☐	☐	41. Use sanitary procedures when washing glassware, tableware, and flatware in the dishwashing machine.
☐	☐	☐	☐	42. Inspect, sort, and store clean glassware, tableware, flatware, and utensils.
–	–	–	–	IV. Use nutrition information in planning, preparing, and serving food.
☐	☐	☐	☐	43. Display awareness of various factors which affect eating habits.
☐	☐	☐	☐	44. Use nutrition information in meeting dietary needs of persons of various ages.
☐	☐	☐	☐	45. Use food preparation techniques which conserve nutrients.
☐	☐	☐	☐	46. Define and use correct diet terminology.
☐	☐	☐	☐	47. Recognize menus for general and modified diets.
☐	☐	☐	☐	48. Adapt menus for modified diets.
☐	☐	☐	☐	49. Follow diet instructions in preparing general and modified diets and diet supplements, and in assembling trays.
☐	☐	☐	☐	50. Report patient food responses to supervisor.
–	–	–	–	V. Select, use, and care for food service equipment.
☐	☐	☐	☐	51. Identify, select, and use large and small food service equipment.
☐	☐	☐	☐	52. Clean, maintain, and store food service equipment and tools.
☐	☐	☐	☐	53. Report equipment needing repairs to supervisor.
				VI. Receive, store, and issue food and supplies.
☐	☐	☐	☐	54. Receive and inspect food and supplies.
☐	☐	☐	☐	55. Complete receiving records.
☐	☐	☐	☐	56. Prepare food and supplies for storage, and then store.
☐	☐	☐	☐	57. Maintain storage facilities at optimum conditions for food preservation.
☐	☐	☐	☐	58. Issue and rotate food and supplies.
–	–	–	–	VII. Use appropriate food production techniques.
☐	☐	☐	☐	59. Adjust standard recipes to serve more or fewer persons than specified.
☐	☐	☐	☐	60. Read and follow recipe instructions.
☐	☐	☐	☐	61. Use food preparation and service terms correctly.
☐	☐	☐	☐	62. Recognize a variety of foods: their types, forms, and properties.
☐	☐	☐	☐	63. Set up and maintain individual work area utilizing time- and energy-saving techniques.
☐	☐	☐	☐	64. Requisition food and supplies.
☐	☐	☐	☐	65. Assemble and prepare ingredients (or suitable substitutes) and equipment.
☐	☐	☐	☐	66. Measure and weigh foods according to specifications in standard recipes.
☐	☐	☐	☐	67. Use a variety of cooking techniques.
☐	☐	☐	☐	68. Utilize convenience foods in food preparation.
☐	☐	☐	☐	69. Use correct time and temperatures for food preparation.
☐	☐	☐	☐	70. Recognize, use, and store spices, herbs, and extracts properly.
☐	☐	☐	☐	71. Prepare a variety of non-alcoholic beverages.
☐	☐	☐	☐	72. Prepare appetizers and garnishes.

73. Prepare hot and cold sandwiches.
74. Prepare salads and salad dressings.
75. Prepare fruits and vegetables.
76. Prepare soups, sauces, and gravies.
77. Prepare cereal and pasta products.
78. Prepare eggs and egg dishes.
79. Prepare cheeses and cheese dishes.
80. Prepare meats, seafoods, and poultry.
81. Prepare puddings, custards, souffles, gelatin desserts, and frozen desserts.
82. Prepare fruit desserts and fried desserts.
83. Prepare quick breads.
84. Make yeast breads.
85. Make cookies.
86. Make cakes.
87. Make pies, pastries, and meringues.
88. Prepare and use icings, frostings, and fillings.
89. Prepare specialty foods (international cuisine, ethnic cuisine, gourmet foods).
90. Exercise showmanship in specialized food preparation in dining area or at customer's table.
91. Plate and garnish foods attractively.
92. Prepare artistic food displays for serving lines, buffets, soup and salad bars, special events.
53. Observe, test, and evaluate quality of foods being prepared using sanitary procedures.
94. Portion foods accurately during food preparation and service using specified portioning tools.
95. Hold or store prepared foods until needed.
96. Plan work schedule so foods are ready at serving time.
97. Coordinate and assemble food orders.

VIII. Utilize appropriate customer service procedures.

98. Perform opening, closing, and sidework duties.
99. Set up a banquet or meeting room according to written orders.
100. Take dining reservations and determine seating needs, using space and personnel effectively.
101. Welcome guests and oversee customer comfort.
102. Present menus, answer questions, encourage purchase of additional menu items, and take food orders following prescribed methods.
103. Relay orders to kitchen or serving counter.
104. Pick up orders in kitchen, and verify by scanning filled plates and trays.
105. Package take-out orders, and serve tack-out customers.
106. Transfer food and dishes between floors of an establishment using a dumbwaiter.
107. Serve food and beverages in prescribed manner.
108. Provide appropriate accompaniments with each course.
109. Serve foods at customer's table, a seated banquet, or special occasion.
110. Serve food and beverages to guests or patients in their rooms.
111. Check guests' or patients' needs and supply needed items.
112. Handle and report complaints as directed.
113. Clear items from tables, and remove soiled items from tables and stations.
114. Carry loaded trays between kitchen and serving areas.
115. Sort, count, and store utensils at designated places.
116. Itemize and total price of each order.
117. Present check to customer, and accept payment or refer customer to cashier.
118. Prepare cash drawers.
119. Handle payments (cash, checks, credit cards), operating cash register, making change, and writing receipts.
120. Display, sell, order, and restock counter items.
121. Prove cash, and prepare deposits.
122. Give tips to proper waiters/waitresses

IX. Transport food, beverages, and equipment to and from serving location.

123. Pack and transport food, beverages, utensils, and equipment.
124. Designate trays with name, and room or order number for delivery to patients, guests, or customers.
125. Maintain quality of transported food.
126. Set up rooms for catered parties.
127. Unload and deliver food and beverages.
128. Pick up food carts, and empty trays from patients, guests, or customers.
129. Pick up and return trays, dishes, utensils, and equipment to dishwashing area.

GENERAL EMPLOYABILITY COMPETENCIES

DIRECTIONS: Use the rating scale below to evaluate the student. Check the appropriate number to indicate the degree of competency. The numerical ratings of 4, 3, 2, and 1 are not intended to represent the traditional school grading system of A, B, C, and D. Ratings should reflect the student's JOB READINESS rather than the grade given in the class.

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3 - Moderately Skilled–can perform job completely with limited supervision.
2 - Limited Skill–requires instruction and close supervision.
1 - No Exposure–no experience or knowledge in this area.

4	3	2	1	
				I. Find and obtain employment.
☐	☐	☐	☐	1. Identify and utilize sources of job leads to identify job openings.
☐	☐	☐	☐	2. Compile a personal resume.
☐	☐	☐	☐	3. Complete a job application form or letter.
☐	☐	☐	☐	4. Prepare for and participate in a job interview.
☐	☐	☐	☐	5. Follow up a job interview; accept or decline a job offer.
				II. Take action which contributes to job satisfaction and job success.
☐	☐	☐	☐	6. Determine wages and how they are paid.
☐	☐	☐	☐	7. Identify payroll deductions and fringe benefits.
☐	☐	☐	☐	8. Interpret laws, regulations, policies, safety and health standards affecting employees.
☐	☐	☐	☐	9. Determine what employers and employees may expect of each other.
☐	☐	☐	☐	10. Dress and groom appropriately for the job.
☐	☐	☐	☐	11. Develop attitudes which promote job success.
☐	☐	☐	☐	12. Exhibit a work ethic.
☐	☐	☐	☐	13. Exhibit appropriate business etiquette and job ethics.
☐	☐	☐	☐	14. Observe policies, rules, and regulations of the job.
☐	☐	☐	☐	15. Exhibit an acceptable level of productivity.
☐	☐	☐	☐	16. Participate in a performance review and evaluation.
☐	☐	☐	☐	17. Make a positive first impression.
☐	☐	☐	☐	18. Work cooperatively with fellow employees, supervisors, and management.
☐	☐	☐	☐	19. Communicate clearly with customers, fellow workers, and others on the job.
☐	☐	☐	☐	20. Communicate effectively orally, in writing, and with body language.
☐	☐	☐	☐	21. Use a business telephone correctly.
☐	☐	☐	☐	22. Ask for a pay increase.
☐	☐	☐	☐	23. Follow acceptable procedures for quitting a job.
☐	☐	☐	☐	24. Prepare a course of action in case of job loss, injury, disability, or violation of work rights.
☐	☐	☐	☐	25. Apply for worker's compensation.
				III. Accept responsibility for career planning and professional growth.
☐	☐	☐	☐	26. Identify employment trends and opportunities and the changing roles of men and women in the labor force.
☐	☐	☐	☐	27. Recognize the benefits of personal hobbies and interests, volunteer work, work experience programs, and part-time jobs in career planning.
☐	☐	☐	☐	28. Set career goals, and evaluate progress toward goals.
☐	☐	☐	☐	29. Assess job advancement opportunities, and develop a plan for job advancement.
☐	☐	☐	☐	30. Recognize the importance of study in one's occupational area.
☐	☐	☐	☐	31. Identify and select education/training related to occupational area.
☐	☐	☐	☐	32. Finance or obtain assistance in financing education/training.
☐	☐	☐	☐	33. Participate in a professional/trade organization.
				IV. Accept responsibility for personal life.
☐	☐	☐	☐	34. Analyze personal likes and dislikes, aptitudes, and skills.
☐	☐	☐	☐	35. Identify roles as an individual and family member.
☐	☐	☐	☐	36. Develop a positive self-concept, a pleasing personality, and a sense of humor.
☐	☐	☐	☐	37. Develop a philosophy of life.
☐	☐	☐	☐	38. Recognize and cope with stress.
☐	☐	☐	☐	39. Recognize the impact of income on one's lifestyle.
☐	☐	☐	☐	40. Identify needs and wants.
☐	☐	☐	☐	41. Use the decision-making process to reach solutions to problems.
☐	☐	☐	☐	42. Accept responsibility for decisions.
☐	☐	☐	☐	43. Apply the management process to daily life.
☐	☐	☐	☐	44. Utilize time and energy effectively.
☐	☐	☐	☐	45. Combine work and home responsibilities successfully.
☐	☐	☐	☐	46. Maintain a balance of activities in life.
☐	☐	☐	☐	47. Select and maintain appropriate clothing for activities.
☐	☐	☐	☐	48. Select and use appropriate transportation.
☐	☐	☐	☐	49. Choose, furnish, and care for a place to live.
☐	☐	☐	☐	50. Achieve and maintain good physical, mental, and emotional health.
☐	☐	☐	☐	51. Obtain medical care.
☐	☐	☐	☐	52. Recognize safety hazards, and observe safety precautions.
☐	☐	☐	☐	53. Follow emergency procedures, using first aid when necessary.
				V. Accept consumer responsibilities.
☐	☐	☐	☐	54. Identify characteristics of the American free enterprise system.
☐	☐	☐	☐	55. Analyze influences of economic trends on individuals and families.
☐	☐	☐	☐	56. Recognize the influence of values, goals, and standards on money management.
☐	☐	☐	☐	57. Analyze consumer laws and protection.
☐	☐	☐	☐	58. Make and follow a spending plan.
☐	☐	☐	☐	59. Select and use banking services.
☐	☐	☐	☐	60. Use credit responsibly to maintain a good credit rating.
☐	☐	☐	☐	61. Choose life, health, property, and liability insurance to meet needs.
☐	☐	☐	☐	62. File an insurance claim.
☐	☐	☐	☐	63. Recognize influences on buying.
☐	☐	☐	☐	64. Make a long-range buying plan.
☐	☐	☐	☐	65. Comparison shop, and use sales to best advantage.
☐	☐	☐	☐	66. Develop a code of consumer ethics.
☐	☐	☐	☐	67. Recognize and report fraudulent and deceptive practices.
☐	☐	☐	☐	68. Make effective consumer complaints.
				VI. Function effectively in the community.
☐	☐	☐	☐	69. Investigate election issues, and exercise the right to vote.
☐	☐	☐	☐	70. Utilize procedures for influencing legislation.
☐	☐	☐	☐	71. Identify the benefits and costs of Social Security.
☐	☐	☐	☐	72. Analyze benefits derived from taxes.
☐	☐	☐	☐	73. Complete an income tax form.
☐	☐	☐	☐	74. Accept individual legal responsibilities.
☐	☐	☐	☐	75. Recognize the potential effects of breaking the law.
☐	☐	☐	☐	76. Obtain and use legal services.
☐	☐	☐	☐	77. Identify community services available to individuals and families.
☐	☐	☐	☐	78. Participate effectively in community organizations.

OCCUPATIONAL COMPETENCY PROFILE

Instructional Program (Occupational Objective): _____ School: _____ Date: _____

Name: _____ Social Security No. _____ Phone: _____
Last Middle First

Address: _____ Age: _____ Date of Birth: _____ Sex: _____

Racial/Ethnic Designation: _____ Special Needs: _____

In Case of Emergency,
Contact: _____ Address _____ Home phone _____ Business phone _____
OR
Contact: _____ Address _____ Home phone _____ Business phone _____

Method of Instruction	Grade	Enrollment Date	Withdrawal Date	Completion Date	Total Class Hours	Total Laboratory Hours	Total On-the-job Training Hours	Instructor
VEH								
CVAE								
PELE								
HECE								

ON-THE-JOB TRAINING/WORK EXPERIENCE

Duration of Employment	Job Title	Supervisor's Name	Training Station	Address of Employer	Phone

FOLLOW-UP RECORD

Date	*Current Address*	*Education Status*			
		Attending	Not Attending	Institution	Objective

Employment Status

Not in Labor Force	Unemployed	Military Status	Employed	Employer	Address	Supervisor	Position	Related to Training Yes/No	Salary

Certificate of Competence

Texas Education Agency
Vocational Home Economics Education
presents this certificate to

_____

to certify satisfactory completion of requirements for _____
while enrolled in _____
at _____ School, _____, Texas
on this _____ day of _____, 19 _____.

_____ _____
Teacher Administrator

_____ _____
Advisory Council Chairperson Administrator

OCCUPATIONAL COMPETENCY PROFILE SUMMARY

Below is a summary of the student's achievement of major competencies related to the student's occupational objective. The numerical ratings of 4, 3, 2, and 1 are not intended to represent the traditional school grading system of A, B, C, and D. The ratings reflect the student's job readiness rather than the grade given in the class. Detailed ratings of the student's achievement of specific competencies related to each major competency are part of the student's permanent school record.

RATING SCALE: 4 - Skilled–can work independently with no supervision.
3 - Moderately Skilled–can perform job completely with limited supervision.
2 - Limited Skill–requires instruction and close supervision.
1 - No Exposure–no experience or knowledge in this area.

GENERAL EMPLOYABILITY

4 3 2 1		4 3 2 1	
☐☐☐☐	I. Find and obtain employment.	☐☐☐☐	IV. Accept responsibility for personal life.
☐☐☐☐	II. Take action which contributes to job satisfaction and job success.	☐☐☐☐	V. Accept consumer responsibilities.
☐☐☐☐	III. Accept responsibility for career planning and professional growth.	☐☐☐☐	VI. Function effectively in the community.

FOOD PRODUCTION, MANAGEMENT, AND SERVICES

4 3 2 1		4 3 2 1	
☐☐☐☐	I. Manage business responsibilities related to food production and service.	☐☐☐☐	VI. Receive, store, and issue food and supplies.
☐☐☐☐	II. Utilize appropriate safety practices and emergency procedures.	☐☐☐☐	VII. Use appropriate food production techniques.
☐☐☐☐	III. Maintain appropriate standards of sanitation.	☐☐☐☐	VIII. Utilize appropriate customer service procedures.
☐☐☐☐	IV. Use nutrition information in planning, preparing, and serving food.	☐☐☐☐	IX. Transport food, beverages, and equipment to and from serving location.
☐☐☐☐	V. Select, use, and care for food service equipment.		

Name:_____

Family Living and Parenthood Semester Course

Competencies

DIRECTIONS:
Use the rating scale to the right to evaluate the student. Check the appropriate number to indicate the degree of competency. The numerical ratings of 4, 3, 2, and 1 are not intended to represent the traditional school grading system of A, B, C, and D. Ratings should reflect the student's JOB READINESS rather than the grade given in the class.

RATING SCALE:
4 - Skilled—can work independently with no supervision.
3 - Moderately Skilled—can perform job completely with limited supervision.
2 - Limited Skill—requires instruction and close supervision.
1 - No Exposure—no experience or knowledge in this area.

4	3	2	1	
				I. Analyze your own development.
☐	☐	☐	☐	**1. Analyze individual needs at various stages of development.**
☐	☐	☐	☐	**2. Develop a positive self-concept.**
☐	☐	☐	☐	3. Evaluate influences on personal priority development and clarification.
☐	☐	☐	☐	4. Develop a personal priority system.
☐	☐	☐	☐	**5. Develop a philosophy of life.**
☐	☐	☐	☐	6. Analyze your own character development.
☐	☐	☐	☐	7. Analyze ways to develop and maintain mental health.
☐	☐	☐	☐	**8. Apply management principles to your own life.**
☐	☐	☐	☐	**9. Demonstrate sensitivity in dealing with your own needs and those of others.**
☐	☐	☐	☐	**10. Describe adjustments of the single adult.**
				II. Assess realistically patterns of dating and the process of mate selection.
☐	☐	☐	☐	**11. Analyze dating relationships.**
☐	☐	☐	☐	**12. Analyze the process of mate selection.**
☐	☐	☐	☐	13. Distinguish the types of love.
☐	☐	☐	☐	14. Identify the functions of engagement.
☐	☐	☐	☐	**15. Analyze marriage laws and customs.**
☐	☐	☐	☐	**16. Outline adjustments necessitated by marriage.**

4	3	2	1	
				III. Assess the components of responsible parenthood.
☐	☐	☐	☐	17. Define the term family.
☐	☐	☐	☐	**18. Analyze factors in preparation for parenthood.**
☐	☐	☐	☐	**19. Describe financial considerations related to children.**
☐	☐	☐	☐	**20. Outline potential emotional effects of parenthood.**
☐	☐	☐	☐	**21. Evaluate alternatives to natural parenting.**
				IV. Analyze factors contributing to successful family living.
☐	☐	☐	☐	**22. Analyze factors affecting relationships within the family.**
☐	☐	☐	☐	**23. Demonstrate specific supportive interpersonal techniques with individuals and groups.**
☐	☐	☐	☐	24. Analyze individual interaction in groups.
☐	☐	☐	☐	**25. Compare perceptions of family roles.**
☐	☐	☐	☐	26. Distinguish differences in families.
☐	☐	☐	☐	**27. Outline the rights of family members.**
☐	☐	☐	☐	28. Identify the responsibilities of family members.
☐	☐	☐	☐	29. Outline the basic functions of the family.
☐	☐	☐	☐	30. Point out the benefits of family living.
☐	☐	☐	☐	**31. Analyze the roles of the family in the social structure.**
☐	☐	☐	☐	32. Evaluate the effects of culture on the family.

4	3	2	1	
☐	☐	☐	☐	**33. Analyze laws related to the family.**
☐	☐	☐	☐	**34. Analyze the impact of change on the family.**
				V. Distinguish characteristics of each stage of the family life cycle.
☐	☐	☐	☐	**35. Outline functions of the family at each stage of the family life cycle.**
☐	☐	☐	☐	**36. Point out possible adjustments, problems, and rewards at each stage of the family life cycle.**
☐	☐	☐	☐	**37. Identify support systems and services available to the family at each stage of the family life cycle.**
				VI. Manage family problems and crises.
☐	☐	☐	☐	**38. Identify crises which a family may face.**
☐	☐	☐	☐	**39. Evaluate methods and resources for preventing crises.**
☐	☐	☐	☐	**40. Analyze family problems and crises.**
☐	☐	☐	☐	**41. Analyze approaches for coping with family problems and crises.**
				VII. Analyze career and job opportunities.
☐	☐	☐	☐	**42. Develop interpersonal skills needed for job success.**
☐	☐	☐	☐	**43. Identify job and career opportunities related to family living.**
☐	☐	☐	☐	**44. Analyze the interrelationship of employment and home life.**

Name: _____

Clothing and Textiles Semester Course

Competencies

DIRECTIONS:
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RATING SCALE:
4 - Skilled—can work independently with no supervision.
3 - Moderately Skilled—can perform job completely with limited supervision.
2 - Limited Skill—requires instruction and close supervision.
1 - No Exposure—no experience or knowledge in this area.

4	3	2	1	
				CORE CONCEPTS
				I. Evaluate the role of fashion and apparel in society.
☐	☐	☐	☐	1. Define fashion terms.
☐	☐	☐	☐	2. Analyze historical influences on fashions.
☐	☐	☐	☐	3. Identify fashion cycles.
☐	☐	☐	☐	4. Describe the role of fashion in meeting human needs.
☐	☐	☐	☐	5. Relate fashions to lifestyles.
☐	☐	☐	☐	**6. Describe the relationships between the apparel industry, the economy, and the consumer.**
☐	☐	☐	☐	7. Point out factors in an individual's lifestyle which are influenced by fashion.
				II. Analyze influences on the fashion apparel industry.
☐	☐	☐	☐	**8. Outline locations and activities of the fashion apparel industry.**
☐	☐	☐	☐	9. Define fashion apparel industry terminology.
☐	☐	☐	☐	**10. Identify laws, policies, and regulations related to the fashion apparel industry.**
☐	☐	☐	☐	**11. Analyze the effects of the fashion apparel industry on health, safety, energy use, and the environment.**
				III. Meet individual needs through clothing.
☐	☐	☐	☐	12. Analyze ways clothing affects first impressions of individuals.
☐	☐	☐	☐	**13. Identify factors influencing clothing selections.**
☐	☐	☐	☐	14. Evaluate social and cultural influences on clothing selection.
☐	☐	☐	☐	**15. Relate design lines and elements and principles of design to clothing selections.**
				IV. Buy clothing to fit individual and family needs and resources.
☐	☐	☐	☐	16. Select clothing and accessories appropriate for specific activities.
☐	☐	☐	☐	**17. Analyze influences on buying habits.**
☐	☐	☐	☐	**18. Utilize consumer skills in buying clothing.**

4	3	2	1	
				V. Fit ready-to-wear garments.
☐	☐	☐	☐	**19. Identify characteristics of a well-fitting garment.**
☐	☐	☐	☐	**20. Analyze fitting problems of an individual.**
☐	☐	☐	☐	**21. Utilize knowledge of the principles of fit in fitting a garment to an individual.**
☐	☐	☐	☐	22. Evaluate the potential for satisfactorily altering a garment.
				VI. Purchase and operate sewing equipment.
☐	☐	☐	☐	23. Utilize basic sewing tools and equipment.
☐	☐	☐	☐	24. Use and care for sewing tools and equipment.
				VII. Repair and renovate clothing.
☐	☐	☐	☐	25. Utilize appropriate techniques for mending and repairing clothing.
				VIII. Select and care for textiles used in clothing.
☐	☐	☐	☐	**26. Identify textile fibers.**
☐	☐	☐	☐	**27. Analyze fabric construction.**
☐	☐	☐	☐	**28. Explain the uses of fabric finishes.**
☐	☐	☐	☐	29. Test fabrics for quality and durability.
				IX. Care for clothing appropriately.
☐	☐	☐	☐	30. Plan facilities for proper storage of clothing.
☐	☐	☐	☐	**31. Launder clothing using appropriate equipment, procedures, and products.**
☐	☐	☐	☐	32. Remove spots and stains using appropriate products and techniques.
☐	☐	☐	☐	33. Utilize appropriate techniques in caring for special fabrics.
☐	☐	☐	☐	**34. Follow appropriate procedures for daily clothing care.**
☐	☐	☐	☐	35. Utilize appropriate procedures for packing clothing.
				X. Analyze job and career opportunities.
☐	☐	☐	☐	36. Outline career ladders in the field of clothing and textiles.
☐	☐	☐	☐	**37. Evaluate personal attributes which contribute to employability in clothing and textiles jobs.**

4	3	2	1	
☐	☐	☐	☐	**38. Describe educational requirements and training available for careers in the field of clothing and textiles.**
☐	☐	☐	☐	**39. Identify specific career opportunities related to clothing and textiles.**
				PERSONAL FOCUS
				XI. Improve personal appearance.
☐	☐	☐	☐	40. Assess personal appearance.
☐	☐	☐	☐	41. Express personality through clothing and appearance.
☐	☐	☐	☐	42. Improve perceived body proportions through clothing selction.
☐	☐	☐	☐	43. Choose flattering colors for skin, hair, and eyes.
☐	☐	☐	☐	**44. Plan a basic wardrobe.**
☐	☐	☐	☐	45. Accessorize garments creatively.
☐	☐	☐	☐	46. Improve personal grooming.
☐	☐	☐	☐	47. Improve your own appearance through posture, exercise, and diet.
				XII. Select appropriate clothing for family members throughout the life cycle.
☐	☐	☐	☐	**48. Utilize consumer skills in buying family clothing.**
☐	☐	☐	☐	49. Plan appropriate clothing for college and for a job.
☐	☐	☐	☐	50. Plan appropriate clothing for a wedding and first year of marriage.
☐	☐	☐	☐	51. Plan attractive maternity clothing to accomodate physical changes during pregnancy.
☐	☐	☐	☐	**52. Select appropriate clothing for children.**
☐	☐	☐	☐	**53. Select men's clothing for a specific individual.**
☐	☐	☐	☐	**54. Select women's clothing for a specific individual.**
☐	☐	☐	☐	**55. Select appropriate clothing for the middle-aged and elderly.**
☐	☐	☐	☐	**56. Select appropriate clothing for the handicapped.**

[Continued on back]

Competencies

4	3	2	1	
				XIII. Construct or alter clothing for self and/or family members.
☐	☐	☐	☐	57. Select an appropriate pattern for a clothing construction project.
☐	☐	☐	☐	58. Alter a pattern to fit an individual.
☐	☐	☐	☐	59. Prepare fabric for cutting.
☐	☐	☐	☐	60. Lay out a pattern for cutting.
☐	☐	☐	☐	61. Cut out a pattern.
☐	☐	☐	☐	62. Mark garment pieces in preparation for construction.
☐	☐	☐	☐	63. Construct a garment utilizing basic construction techniques.
☐	☐	☐	☐	64. Fit and adjust a garment during construction.

4	3	2	1	
☐	☐	☐	☐	65. Make major pattern alterations.
☐	☐	☐	☐	66. Apply knowledge of textiles to working with special or problem fabrics.
☐	☐	☐	☐	67. Construct bound or loop buttonholes.
☐	☐	☐	☐	68. Utilize special clothing construction techniques.
☐	☐	☐	☐	69. Employ quick clothing construction techniques.
☐	☐	☐	☐	70. Utilize tailoring techniques.
☐	☐	☐	☐	71. Apply couture finishing techniques.
☐	☐	☐	☐	72. Utilize creative sewing techniques.
				XIV. Alter, recycle, and design garments.
☐	☐	☐	☐	73. Alter garments to fit individual.
☐	☐	☐	☐	74. Recycle old garments into wearable ones.

4	3	2	1	
☐	☐	☐	☐	75. Design garments utilizing the elements and principles of design.
				XV. Select and care for textiles used in clothing.
☐	☐	☐	☐	76. Analyze textile characteristics.
☐	☐	☐	☐	77. Analyze the processes of spinning and dyeing textiles.
☐	☐	☐	☐	78. Identify various weave structures.
☐	☐	☐	☐	79. Distinguish various woven patterns.
				XVI. Analyze job and career opportunities.
☐	☐	☐	☐	80. Identify specific career options in clothing and textiles in depth.
☐	☐	☐	☐	81. Develop a plan for starting a clothing construction, repair, or retail fashion merchandising business.

Name:_____

Coordinated Vocational-Academic Education
Clothing, Apparel, and Textiles Management, Production, and Services
Competencies

DIRECTIONS:
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RATING SCALE:
4 - Skilled—can work independently with no supervision.
3 - Moderately Skilled—can perform job completely with limited supervision.
2 - Limited Skill—requires instruction and close supervision.
1 - No Exposure—no experience or knowledge in this area.

4	3	2	1	
				I. Manage business responsibilities related to fabric and ready-to-wear department stores.
☐	☐	☐	☐	**1. Receive, stock, and inventory merchandise.**
☐	☐	☐	☐	2. Assist in the care and maintenance of the store and stockroom.
☐	☐	☐	☐	3. Approach, greet, and assist customers with selections, trying on garments, and reaching buying decisions.
☐	☐	☐	☐	4. Answer customer's questions about merchandise, quality features, trends, sizes, locations, directions, and guarantees.
☐	☐	☐	☐	5. Handle customer complaints.
☐	☐	☐	☐	6. Perform routine clerical duties.
☐	☐	☐	☐	7. Prepare sales slips, computing sales ticket totals, discounts, and added charges.
☐	☐	☐	☐	8. Use cash register in receipt of payments for cash and charge sales.
☐	☐	☐	☐	9. Handle coupons, rain checks, gift certificates, layaways, merchandise returns, and refunds.
☐	☐	☐	☐	10. Interpret credit card application procedures and credit and billing procedures for customers.
☐	☐	☐	☐	11. Record and report daily sales, and close out department at end of selling day.
☐	☐	☐	☐	**12. Develop, evaluate, implement, and follow organizational goals, policies, and procedures.**
☐	☐	☐	☐	13. Supervise equipment selection, purchase, use, and care.
☐	☐	☐	☐	**14. Maintain safe working conditions.**
☐	☐	☐	☐	15. Identify procedures used to plan, interview, hire, evaluate, and discharge staff.
☐	☐	☐	☐	16. Train, supervise, and motivate employees.
☐	☐	☐	☐	17. Prepare work schedules and job assignments.
☐	☐	☐	☐	18. Relieve or assist other employees during emergencies or rush periods.
☐	☐	☐	☐	19. Plan, purchase, route and price apparel and accessories.
☐	☐	☐	☐	20. Complete shipping receiving, and purchase reports.
☐	☐	☐	☐	21. File claims for merchandise damages, shortages, overcharges, and substitutes.
☐	☐	☐	☐	**22. Handle complaints and human relations problems.**

4	3	2	1	
☐	☐	☐	☐	23. Formulate merchandising policies, coordinate merchandising activities, and apply merchandising techniques for profit.
☐	☐	☐	☐	**24. Prepare and maintain records, correspondence, and forms.**
☐	☐	☐	☐	25. Plan finances, and analyze costs and sales.
☐	☐	☐	☐	**26. Identify and observe applicable government regulations.**
☐	☐	☐	☐	27. Demonstrate competencies needed to function effectively as a clothing apparel, and textiles management, production, and services employee.
☐	☐	☐	☐	28. Demonstrate personal qualities which lead to job success in clothing, apparel, and textiles management, production, and services.
				II. Identify describe, and utilize various fashion components.
☐	☐	☐	☐	**29. Use correct textile terminology.**
☐	☐	☐	☐	30. Point out textile characteristics and care requirements of various fabrics.
☐	☐	☐	☐	**31. Relate textile characteristics to garment design, construction, alteration, repair, and care.**
☐	☐	☐	☐	32. Explain textile legislation, standards, and labeling.
☐	☐	☐	☐	33. Utilize the elements and principles of design in designing, constructing, or altering garments.
☐	☐	☐	☐	34. Trace fashion cycles, differentiating among fads, fashions, and styles, and identifying recurrent style details.
☐	☐	☐	☐	35. Provide information about current fashions, trends, and colors.
				III. Coordinate apparel and accessories.
☐	☐	☐	☐	**36. Identify signs of quality in apparel and accessories.**
☐	☐	☐	☐	37. Coordinate women's wear, men's wear, infants' and children's wear, shoes, and accessories.
☐	☐	☐	☐	38. Show customers fashionable ways to wear accessories.
☐	☐	☐	☐	39. Assist in making arrangements for weddings, wedding receptions, showers, and teas and in advising brides on wedding etiquette.

4	3	2	1	
☐	☐	☐	☐	40. Assist bride in selecting wedding apparel and trousseau.
				IV. Assist home sewers with selections and problems.
☐	☐	☐	☐	41. Organize, locate, record, and reorder patterns.
☐	☐	☐	☐	42. Assist home sewers in selecting fabrics, patterns, threads, trimmings, and other notions.
☐	☐	☐	☐	43. Select fabric, amount of fabric, interfacing, lining, underlining, and interlining appropriate for pattern and construction methods.
☐	☐	☐	☐	44. Estimate the amount of fabric required for various sewing projects.
☐	☐	☐	☐	45. Measure, cut, or trim fabrics and prepare remnants for sale.
☐	☐	☐	☐	46. Answer customer's questions about fabrics, patterns, notions, sewing supplies, equipment, and construction techniques.
☐	☐	☐	☐	47. Demonstrate to customers small sewing equipment and various construction techniques.
☐	☐	☐	☐	48. Construct garments for display in the fabric department or store.
				V. Help plan, carry out, and evaluate a fashion promotion program.
☐	☐	☐	☐	49. Help plan the store's sales promotions and special sales events.
☐	☐	☐	☐	50. Help select merchandise, and plan and prepare advertisements.
☐	☐	☐	☐	51. Keep records on the sales of advertised merchandise.
☐	☐	☐	☐	52. Point out features of advertised merchandise to customers.
☐	☐	☐	☐	53. Plan and schedule fashion displays.
☐	☐	☐	☐	54. Select and construct decorative props and merchandise signs for use in displays.
☐	☐	☐	☐	55. Set up, light, maintain, and evaluate store and window displays.
☐	☐	☐	☐	56. Help plan, organize, and carry out publicity for a fashion show.
☐	☐	☐	☐	57. Plan and/or present the commentary for a fashion show.
☐	☐	☐	☐	58. Prepare the dressing room for models.
☐	☐	☐	☐	59. Model apparel and accessories.

[Continued on back]

Competencies

4 3 2 1

VI. Select, store, use, and care for sewing tools and equipment.

- ☐☐☐☐ **60. Identify, safely use, care for, and store small sewing tools and sewing and pressing equipment.**
- ☐☐☐☐ 61. Select and purchase sewing supplies, notions, and sewing and pressing equipment.
- ☐☐☐☐ **62. Thread, adjust, operate, and maintain a domestic sewing machine.**
- ☐☐☐☐ **63. Thread, adjust, safely operate, and maintain industrial sewing machines.**
- ☐☐☐☐ 64. Adjust machine chair and kneelift to fit operator.

VII. Use basic sewing and pressing skills.

- ☐☐☐☐ 65. Operate sewing machines with speed and efficiency.
- ☐☐☐☐ **66. Select and use appropriate machine stitching techniques.**
- ☐☐☐☐ 67. Rip stitching without damaging fabric.
- ☐☐☐☐ **68. Select and make appropriate hand stitches.**
- ☐☐☐☐ **69. Use techniques suitable for fabric when pressing shaping, or molding construction details, and in final pressing.**

VIII. Participate in the design and production of apparel and accessories.

- ☐☐☐☐ 70. Select fabrics and trims suitable for the garment design.
- ☐☐☐☐ 71. Utilize appropriate sewing techniques in garment construction.
- ☐☐☐☐ 72. Develop and evaluate fashion design for production.
- ☐☐☐☐ 73. Make master pattern and test for accuracy.
- ☐☐☐☐ 74. Grade patterns in a range of sizes by hand or machine.
- ☐☐☐☐ 75. Sew duplicates of first sample garment in each size.
- ☐☐☐☐ 76. Write instructions for pattern layout and assembly of garment pieces.
- ☐☐☐☐ 77. Construct cutting markers for commercial production.
- ☐☐☐☐ 78. Compute fabric yardage requirements per cutting marker in commercial production.

4 3 2 1

- ☐☐☐☐ 79. Prepare or interpret cutting or spread tickets in commercial production.
- ☐☐☐☐ 80. Prepare fabric and cut by hand or machine.
- ☐☐☐☐ 81. Mark and shade cut garment pieces.
- ☐☐☐☐ 82. Sort and bundle garment parts for delivery to assembly area.
- ☐☐☐☐ 83. Use industrial sewing terminology correctly.
- ☐☐☐☐ **84. Observe safety regulations and follow standardized methods for operation in an industrial sewing room.**
- ☐☐☐☐ 85. Figure earnings of sewing machine operator.
- ☐☐☐☐ 86. Distribute and collect bundles of garment parts and supplies.
- ☐☐☐☐ 87. Assemble bundles or subassemblies for efficient work flow during each phase of production.
- ☐☐☐☐ **88. Perform assigned sewing operation(s) on standard or special sewing machine(s).**
- ☐☐☐☐ 89. Notify sewing machine repairperson of machine problems.
- ☐☐☐☐ 90. Inspect garments, locate defects, and mark garments using standard defect symbols.
- ☐☐☐☐ 91. Repair defective garments.
- ☐☐☐☐ 92. Sort and pack finished garments.

IX. Construct custom-made garments.

- ☐☐☐☐ 93. Arrive at work/price agreement with customer.
- ☐☐☐☐ 94. Measure customer for size, and record measurements and body irregularities.
- ☐☐☐☐ 95. Schedule appointments for conferences and fittings.
- ☐☐☐☐ 96. Check customer's measurements with those of pattern, and note variations.
- ☐☐☐☐ 97. Design or alter pattern to ensure custom fit of garment.
- ☐☐☐☐ 98. Prepare fabric for cutting.
- ☐☐☐☐ 99. Observe suggested pattern layout, make adaptations where appropriate, and lay out pattern pieces according to grain specifications.
- ☐☐☐☐ 100. Position and pin pattern section on fabric, or outline pattern parts on fabric.
- ☐☐☐☐ **101. Cut fabric following pattern edge or outline.**
- ☐☐☐☐ **102. Mark fabric using appropriate techniques for the fabric.**

4 3 2 1

- ☐☐☐☐ **103. Preserve shape of garment by staystitching and directional stitching.**
- ☐☐☐☐ **104. Pin or baste garment pieces together in units in preparation for fitting for stitching.**
- ☐☐☐☐ **105. Construct garment in unit sequence using appropriate stitiches and techniques.**
- ☐☐☐☐ **106. Press construction details as each unit is completed.**
- ☐☐☐☐ **107. Fit garment to customer and make needed adjustments.**
- ☐☐☐☐ **108. Press finished garments.**
- ☐☐☐☐ 109. Evaluate appearance of finished garments.

X. Fit, alter, and repair garments.

- ☐☐☐☐ 110. Fit garment on customer while maintaining grain, and analyze fitting problems.
- ☐☐☐☐ 111. Identify alterations that can or cannot be performed.
- ☐☐☐☐ 112. Offer suggestions for desirable alterations and mark or pin garment accordingly.
- ☐☐☐☐ 113. Estimate cost, determine pickup date, and make a claim check for alterations or repairs.
- ☐☐☐☐ 114. Prepare a tag indicating alterations or repairs and giving instructions.
- ☐☐☐☐ 115. Interpret alteration markings, and make alterations on garments.
- ☐☐☐☐ **116. Select and use appropriate techniques to make garment repairs.**

XI. Care for clothing.

- ☐☐☐☐ 117. Receive and mark laundry or dry cleaning in a commercial establishment.
- ☐☐☐☐ 118. Sort laundry or dry cleaning, pre-spot garments and determine appropriate laundry and dry cleaning procedures for each garment.
- ☐☐☐☐ 119. Launder for dry clean using commercial equipment.
- ☐☐☐☐ 120. Use proper finishing procedures.
- ☐☐☐☐ 121. Inspect finished laundry or dry cleaning.
- ☐☐☐☐ 122. Measure, resize, mark and fold clothing.
- ☐☐☐☐ 123. Press garments correctly.
- ☐☐☐☐ 124. Assemble garments according to ticket number.
- ☐☐☐☐ 125. Identify customer's garments according to ticket number, and bag garments.
- ☐☐☐☐ 126. Pack and store garments.

Name:_____

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4	3	2	1	
				I. Manage business responsibilities related to food production and service.
☐	☐	☐	☐	1. Identify competencies needed to be an effective food service employee.
☐	☐	☐	☐	2. Describe personal qualities which lead to job success in food management, production, and services.
☐	☐	☐	☐	3. Develop, evaluate, and implement organizational goals, policies, and procedures in the operation of food service.
☐	☐	☐	☐	4. Select and evaluate location, layout of facilities, and decor.
☐	☐	☐	☐	5. Supervise equipment selection purchase, use, and care.
☐	☐	☐	☐	6. Maintain safe working conditions.
☐	☐	☐	☐	7. Identify procedures used to plan, interview, hire, evaluate, and discharge staff.
☐	☐	☐	☐	8. Train personnel, and enforce policies of personal hygiene, sanitation, and safety.
☐	☐	☐	☐	9. Prepare work schedules and job assignments.
☐	☐	☐	☐	10. Relieve or assist other employees during emergencies or rush periods.
☐	☐	☐	☐	11. Plan menus appropriate for type of food service.
☐	☐	☐	☐	12. Select, develop, and standardize recipes.
☐	☐	☐	☐	13. Cost menu items, set menu prices of foods, and make changes in menu when needed.
☐	☐	☐	☐	14. Arrange, design, and interpret menu sheets or folders.
☐	☐	☐	☐	15. Contact purveyors, and compare food prices.
☐	☐	☐	☐	16. Prepare market orders, and purchase food and consumable supplies.
☐	☐	☐	☐	17. Evaluate use, cost, ease of preparation, and aesthetic qualities of foods.
☐	☐	☐	☐	18. Direct stockroom activities.
☐	☐	☐	☐	19. Take inventories of food, utensils, and equipment.
☐	☐	☐	☐	20. Plan, coordinate, and supervise production.
☐	☐	☐	☐	21. Set production standards.
☐	☐	☐	☐	22. Control and improve sequence of operations.
☐	☐	☐	☐	23. Schedule food preparation tasks.
☐	☐	☐	☐	24. Utilize food labor, and equipment cost-control procedures.
☐	☐	☐	☐	25. Handle complaints and human relations problems.
☐	☐	☐	☐	26. Apply merchandising techniques to ensure profit.
☐	☐	☐	☐	27. Plan and conduct advertising and promotional programs.
☐	☐	☐	☐	28. Prepare and maintain records, correspondence, and forms.
☐	☐	☐	☐	29. Plan and analyze finances, costs, and sales.
☐	☐	☐	☐	30. Interpret and comply with laws and statues pertaining to food service establishments.
				II. Utilize appropriate safety practices and emergency procedures.
☐	☐	☐	☐	31. Keep food service facility free of hazardous conditions and unsafe equipment and materials.
☐	☐	☐	☐	32. Maintain high safety standards in food preparation, service, and cleanup tasks.
☐	☐	☐	☐	33. Follow appropriate procedures in emergency situations.
☐	☐	☐	☐	34. Complete accident reports and records.
				III. Maintain appropriate standards of sanitation.
☐	☐	☐	☐	35. Follow federal, state, and local sanitation codes for food service establishments.
☐	☐	☐	☐	36. Maintain acceptable standards in personal grooming and hygiene.
☐	☐	☐	☐	37. Perform sanitation duties according to the cleaning schedule provided.
☐	☐	☐	☐	38. Use sanitary food handling, preparation, and storage techniques.
☐	☐	☐	☐	39. Report signs of pests in the food service establishment.
☐	☐	☐	☐	40. Use sanitary procedures when washing sanitizing, and drying pots, pans, and other utensils by hand.
☐	☐	☐	☐	41. Use sanitary procedures when washing glassware, tableware, and flatware in the dishwashing machine.
☐	☐	☐	☐	42. Inspect, sort, and store clean glassware, tableware, flatware, and utensils.
				IV. Use nutritional information in planning, preparing, and serving food.
☐	☐	☐	☐	43. Display awareness of various factors which affect eating habits.
☐	☐	☐	☐	44. Use nutritional information in meeting dietary needs of persons of various ages.
☐	☐	☐	☐	45. Use food preparation techniques which conserve nutrients.
☐	☐	☐	☐	46. Define and use correct diet terminology.
☐	☐	☐	☐	47. Identify menus for general and modified diets.
☐	☐	☐	☐	48. Adapt menus for modified diets.
☐	☐	☐	☐	49. Follow diet instructions in preparing general and modified diets and diet supplements, and in assembling trays.
☐	☐	☐	☐	50. Report patient food response to supervisor.
				V. Select, use, and care for food service equipment.
☐	☐	☐	☐	51. Identify, select, and use large and small food service equipment.
☐	☐	☐	☐	52. Clean, maintain, and store food service equipment and tools.
☐	☐	☐	☐	53. Report equipment needing repairs to supervisor.
				VI. Receive, store, and issue food and supplies.
☐	☐	☐	☐	54. Receive and inspect food and supplies.
☐	☐	☐	☐	55. Complete receiving records.
☐	☐	☐	☐	56. Prepare food and supplies for storage, and then store.
☐	☐	☐	☐	57. Maintain storage facilities at optimum conditions for food preservation.
☐	☐	☐	☐	58. Issue and rotate food and supplies.
				VII. Use appropriate food production techniques.
☐	☐	☐	☐	59. Adjust standard recipes to serve more or fewer persons than specified.
☐	☐	☐	☐	60. Read and follow recipe instructions.
☐	☐	☐	☐	61. Use food preparation and service terms correctly.
☐	☐	☐	☐	62. Identify a variety of foods: their types, forms, and properties.
☐	☐	☐	☐	63. Set up and maintain an individual work area utilizing time-and energy-saving techniques.
☐	☐	☐	☐	64. Requisition food and supplies.

[Continued on back]

Competencies

4 3 2 1

- ☐☐☐☐ 65. Assemble and prepare ingredients (or suitable substitutes) and equipment.
- ☐☐☐☐ 66. Measure and weigh foods according to specifications in standard recipes.
- ☐☐☐☐ 67. Use a variety of cooking techniques.
- ☐☐☐☐ 68. Utilize convenience foods in food preparation.
- ☐☐☐☐ 69. Use correct time and temperatures for energy efficient food preparation.
- ☐☐☐☐ 70. Identify, use, and store spices, herbs, and extracts properly.
- ☐☐☐☐ 71. Prepare a variety of non-alcoholic beverages.
- ☐☐☐☐ 72. Prepare appetizers and garnishes.
- ☐☐☐☐ 73. Prepare hot and cold sandwiches.
- ☐☐☐☐ 74. Prepare salads and salad dressings.
- ☐☐☐☐ 75. Prepare fruits and vegetables.
- ☐☐☐☐ 76. Prepare soups, sauces, and gravies.
- ☐☐☐☐ 77. Prepare cereal and pasta products.
- ☐☐☐☐ 78. Prepare eggs and egg dishes.
- ☐☐☐☐ 79. Prepare cheese and cheese dishes.
- ☐☐☐☐ 80. Prepare meats, seafoods, and poultry.
- ☐☐☐☐ 81. Prepare puddings, custards, souffles, gelatin desserts, and frozen desserts.
- ☐☐☐☐ 82. Prepare fruit desserts and fried desserts.
- ☐☐☐☐ 83. Prepare breads.
- ☐☐☐☐ 84. Make cookies, cakes, pies, pastries, and meringues.
- ☐☐☐☐ 85. Prepare and use icings, frostings, and fillings.
- ☐☐☐☐ 86. Prepare specialty foods (international cuisine, ethnic cuisine, gourmet foods).
- ☐☐☐☐ 87. Exercise showmanship in specialized food preparation in dining area or at customer's table.
- ☐☐☐☐ 88. Plate and garnish foods attractively.
- ☐☐☐☐ 89. Prepare artistic food displays for serving lines, buffets, soup and salad bars, or special events.

4 3 2 1

- ☐☐☐☐ 90. Observe, test and evaluate quality of foods being prepared using sanitary procedures.
- ☐☐☐☐ 91. Portion foods accurately during food preparation and service using specified portioning tools.
- ☐☐☐☐ 92. Hold or store prepared foods until needed.
- ☐☐☐☐ 93. Plan work schedule so foods are ready at serving time.
- ☐☐☐☐ 94. Coordinate and assemble food orders.

VIII. Utilize appropriate customer service procedures.

- ☐☐☐☐ 95. Perform opening, closing, and sidework duties.
- ☐☐☐☐ 96. Set up a banquet or meeting room according to written orders.
- ☐☐☐☐ 97. Take dining reservations and determine seating needs, using space and personnel effectively.
- ☐☐☐☐ 98. Welcome guests and oversee customer comfort.
- ☐☐☐☐ 99. Present menus, answer questions, encourage purchase of additional menu items, and take food orders following prescribed methods.
- ☐☐☐☐ 100. Relay orders to kitchen or serving counter.
- ☐☐☐☐ 101. Pick up orders in kitchen, and verify by scanning filled plates and trays.
- ☐☐☐☐ 102. Package take-out orders, and serve take-out customers.
- ☐☐☐☐ 103. Transfer food and dishes between floors of an establishment using a dumbwaiter.
- ☐☐☐☐ 104. Serve food and beverages in prescribed manner.
- ☐☐☐☐ 105. Provide appropriate accompaniments with each course.
- ☐☐☐☐ 106. Serve foods at customer's table, a seated banquet, or special occasion.
- ☐☐☐☐ 107. Serve food and beverages to guests or patients in their rooms.

4 3 2 1

- ☐☐☐☐ 108. Check guest's or patients' needs and supply needed items.
- ☐☐☐☐ 109. Handle and report complaints as directed.
- ☐☐☐☐ 110. Clear items from tables, and remove soiled items from tables and stations.
- ☐☐☐☐ 111. Carry loaded trays between kitchen and serving areas.
- ☐☐☐☐ 112. Sort, count, and store utensils at designated places.
- ☐☐☐☐ 113. Itemize and total price of each order.
- ☐☐☐☐ 114. Present check to customer, and accept payment or refer customer to cashier.
- ☐☐☐☐ 115. Prepare cash drawers.
- ☐☐☐☐ 116. Handle payments (cash, checks, credit cards), operating cash register, making change, and writing receipts.
- ☐☐☐☐ 117. Display, sell, order, and restock counter items.
- ☐☐☐☐ 118. Prove cash, and prepare deposits.
- ☐☐☐☐ 119. Give tips to proper waiters/waitresses.

IX. Transport food, beverages, and equipment to and from serving location.

- ☐☐☐☐ 120. Pack and transport food, beverages, utensils, and equipment.
- ☐☐☐☐ 121. Designate trays with name and room or order number for delivery to patients, guests, or customers.
- ☐☐☐☐ 122. Maintain quality of transported food.
- ☐☐☐☐ 123. Set up rooms for catered parties.
- ☐☐☐☐ 124. Unload and deliver food and beverages.
- ☐☐☐☐ 125. Pick up food carts, and empty trays from patients, guests, or customers.
- ☐☐☐☐ 126. Pick up and return trays, dishes, utensils, and equipment to dishwashing area.

Name:_____

Coordinated Vocational-Academic Education
Institutional, Home Management, and Supporting Services
Competencies

DIRECTIONS:
Use the rating scale to the right to evaluate the student. Check the appropriate number to indicate the degree of competency. The numerical ratings of 4, 3, 2, and 1 are not intended to represent the traditional school grading system of A, B, C, and D. Ratings should reflect the student's JOB READINESS rather than the grade given in the class.

RATING SCALE:
4 - Skilled—can work independently with no supervision.
3 - Moderately Skilled—can perform job completely with limited supervision.
2 - Limited Skill—requires instruction and close supervision.
1 - No Exposure—no experience or knowledge in this area.

4	3	2	1	
				I. Carry out operations and management responsibilities related to institutional, home management, and supporting services.
☐	☐	☐	☐	1. Identify competencies needed to be an effective institutional, home management, and supporting services employee.
☐	☐	☐	☐	2. Describe qualities which lead to job success in institutional, home management, and supporting services.
☐	☐	☐	☐	3. Develop, evaluate, and implement organizational goals, policies, and procedures.
☐	☐	☐	☐	**4. Follow rules, policies, and procedures of organization or business.**
☐	☐	☐	☐	5. Supervise equipment selection, purchase, use, and care.
☐	☐	☐	☐	6. Maintain safe working conditions.
☐	☐	☐	☐	7. Identify procedures used to plan, interview, hire, evaluate, and discharge staff.
☐	☐	☐	☐	8. Train, supervise, and motivate employees.
☐	☐	☐	☐	9. Prepare work schedules and job assignments.
☐	☐	☐	☐	10. Relieve or assist other employees during emergencies.
☐	☐	☐	☐	11. Handle complaints and human relations problems.
☐	☐	☐	☐	12. Prepare correspondence and forms necessary in business.
☐	☐	☐	☐	13. Plan and analyze finances, costs, and sales.
☐	☐	☐	☐	14. Identify and observe applicable government regulations.
				II. Receive, store, requisition, issue, use, and care for cleaning equipment and supplies safely and efficiently.
☐	☐	☐	☐	15. Receive and inspect supplies, and complete receiving records.
☐	☐	☐	☐	16. Store equipment and supplies.
☐	☐	☐	☐	17. Issue, requisition, or take inventories of equipment and supplies.
☐	☐	☐	☐	**18. Select, use, and care for cleaning equipment and supplies.**
☐	☐	☐	☐	**19. Read and follow manufacturers' directions for use of cleaning equipment and supplies.**
☐	☐	☐	☐	**20. Organize equipment and supplies to save time and energy.**

4	3	2	1	
☐	☐	☐	☐	**21. Stock supply cart or carrier with cleaning supplies.**
☐	☐	☐	☐	**22. Utilize proper body mechanics to save time and energy in performing cleaning tasks.**
☐	☐	☐	☐	**23. Remove or report hazardous conditions, unsafe equipment, and materials.**
☐	☐	☐	☐	**24. Observe safety precautions when using and storing cleaning equipment and supplies.**
☐	☐	☐	☐	25. Follow emergency procedures, and use first aid when necessary.
☐	☐	☐	☐	26. Report and record accidents.
				III. Perform necessary tasks to put rooms and building areas in good order.
☐	☐	☐	☐	**27. Follow recommended procedures for entering and leaving guest rooms, handling pass key, and completing occupancy report.**
☐	☐	☐	☐	28. Make a preliminary check of room condition when entering and report damaged and found items.
☐	☐	☐	☐	**29. Plan sequences of cleaning tasks.**
☐	☐	☐	☐	**30. Clean guest room as directed.**
☐	☐	☐	☐	**31. Use appropriate cleaning, sanitation, and disinfection techniques for an occupied hospital room, unoccupied hospital room, discharge unit, or isolation unit.**
☐	☐	☐	☐	32. Clean public areas (entranceways, hallways, stairs, elevators, lounges, lobbies), offices, kitchen or dining areas.
☐	☐	☐	☐	33. Clean school or church (classrooms, laboratories, auditoriums, gymnasiums), business or factory.
☐	☐	☐	☐	**34. Follow recommended procedures for entering and leaving a private home.**
☐	☐	☐	☐	35. Keep private home clean and in reasonable order.
				IV. Perform specific cleaning tasks.
☐	☐	☐	☐	**36. Schedule and perform cleaning tasks to ensure maintenance of housekeeping standards.**
☐	☐	☐	☐	**37. Collect and empty trash and garbage containers.**
☐	☐	☐	☐	**38. Collect, empty, and replace ashtrays, glasses, pitchers, and ice buckets.**
☐	☐	☐	☐	39. Identify characteristics of various types of floors and floor coverings.

4	3	2	1	
☐	☐	☐	☐	**40. Sweep, mop, vacuum, wax, buff, or apply floor finish according to type of floor.**
☐	☐	☐	☐	**41. Shampoo carpet.**
☐	☐	☐	☐	**42. Remove soiled bed linens, and deposit in designated place.**
☐	☐	☐	☐	**43. Make beds quickly and efficiently.**
☐	☐	☐	☐	44. Clean beds, and assist in turning mattresses as directed.
☐	☐	☐	☐	**45. Dust, wax, polish, and clean furniture according to materials used in their construction.**
☐	☐	☐	☐	**46. Vacuum or shampoo upholstered furniture.**
☐	☐	☐	☐	**47. Clean and wash glass, porcelain surfaces, and windows with squeegee or spray cleaner.**
☐	☐	☐	☐	**48. Clean light fixtures, and remove and replace light bulbs when necessary.**
☐	☐	☐	☐	**49. Clean walls, ceilings, woodwork, and chalkboards.**
☐	☐	☐	☐	**50. Polish wooden surfaces.**
☐	☐	☐	☐	**51. Clean window treatments.**
☐	☐	☐	☐	**52. Remove soiled bath linens, and put in designated place.**
☐	☐	☐	☐	**53. Clean and sanitize bathrooms, restrooms, and shower rooms.**
				V. Perform general maintenance and repairs.
☐	☐	☐	☐	**54. Remove stains from various surfaces and materials.**
☐	☐	☐	☐	**55. Repair textile products, furniture, and window treatments.**
☐	☐	☐	☐	**56. Do minor nonelectrical maintenance and repairs.**
☐	☐	☐	☐	57. Perform minor electrical appliance maintenance and repairs.
☐	☐	☐	☐	**58. Inspect, clean, lubricate, and adjust heating and cooling equipment on a regular schedule.**
☐	☐	☐	☐	**59. Take appropriate measures to prevent and control pests.**
☐	☐	☐	☐	**60. Apply extermination material as directed.**
☐	☐	☐	☐	61. Care for houseplants.
☐	☐	☐	☐	**62. Care for grounds around buildings as required.**
☐	☐	☐	☐	**63. Clean outside areas, such as walkways, patios, driveways, porches, and parking lots.**
☐	☐	☐	☐	64. Inspect and maintain playground equipment, fences, and swimming pool area.
☐	☐	☐	☐	**65. Display flag using correct procedures.**

[Continued on back]

Competencies

4 3 2 1

VI. Care for linens and/or clothing.

- ☐☐☐☐ 66. Obtain clothing care services as needed.
- ☐☐☐☐ 67. Sort and prespot laundry.
- ☐☐☐☐ 68. Use laundry equipment and supplies safely and correctly.
- ☐☐☐☐ 69. Hand-launder clothing items when necessary.
- ☐☐☐☐ 70. Iron, press, fold, store, and distribute clean linens and clothes.
- ☐☐☐☐ 71. Repair garments, linens, curtains, and towels using a sewing machine.
- ☐☐☐☐ 72. Follow appropriate linen room procedures.
- ☐☐☐☐ 73. Process all "check-out" and "in-order" room communications between housekeeping and the front desk.
- ☐☐☐☐ 74. Check each housekeeping aide's cart to ensure that it is equipped and supplied.
- ☐☐☐☐ 75. Count supplies, linens, and uniforms in and out to determine that each worker has accounted for every item.
- ☐☐☐☐ 76. Inspect, then report "in order" rooms to appropriate management personnel.
- ☐☐☐☐ 77. Check all "do not disturb" rooms after check-out time by phone, and report all "no answers" to appropriate management personnel immediately.
- ☐☐☐☐ 78. Check all housekeeping aides' room slips before they go off shift, and reassign uncleaned rooms.
- ☐☐☐☐ 79. Handle telephone requests and complaints directed to housekeeping.
- ☐☐☐☐ 80. Process all lost and found items according to policy.
- ☐☐☐☐ 81. Mend linens and uniforms.
- ☐☐☐☐ 82. Order needed supplies, linens, and uniforms.

VII. Plan, prepare, and serve meals for individual, family, or guests.

- ☐☐☐☐ 83. Plan suitable meals for individual, family, or guests.

4 3 2 1

- ☐☐☐☐ 84. Shop for food and supplies, and keep records of items purchased.
- ☐☐☐☐ 85. Use safe and sanitary procedures in food handling, storage, and preparation.
- ☐☐☐☐ 86. Follow standard procedures, and use proper equipment to prepare a variety of foods and beverages.
- ☐☐☐☐ 87. Serve food in manner prescribed by employer.
- ☐☐☐☐ 88. Help arrange space and furnishings for special parties.

VIII. Care for infants and young children.

- ☐☐☐☐ 89. Feed infant.
- ☐☐☐☐ 90. Supervise infant's sleep.
- ☐☐☐☐ 91. Bathe and dress infant.
- ☐☐☐☐ 92. Communicate and play with infant to stimulate growth and development.
- ☐☐☐☐ 93. Analyze factors influencing child's development.
- ☐☐☐☐ 94. Make special precautions for infant's safety.
- ☐☐☐☐ 95. Identify needs of children at various developmental stages.
- ☐☐☐☐ 96. Discriminate between acceptable and unacceptable behavior patterns.
- ☐☐☐☐ 97. Use appropriate techniques to help children learn acceptable behavior.
- ☐☐☐☐ 98. Help children develop good food habits and table manners.
- ☐☐☐☐ 99. Supervise activities which are appropriate for the age and developmental level of the child.
- ☐☐☐☐ 100. Identify and report signs of illness, disease, and discomfort in child, and care for sick child.
- ☐☐☐☐ 101. Maintain discipline to help ensure safety of child.

IX. Provide personal services for handicapped and elderly persons.

- ☐☐☐☐ 102. Help a person maintain dignity, sense of worth, interest in life, and accept physical limitations and stage in the life cycle.

4 3 2 1

- ☐☐☐☐ 103. Be understanding and consistent in working with the handicapped and elderly.
- ☐☐☐☐ 104. Assist a person with bathing, grooming, and dressing.
- ☐☐☐☐ 105. Perform daily clothing care tasks.
- ☐☐☐☐ 106. Take preventive health measures, and observe and report signs of illness or discomfort in a handicapped or elderly persons.
- ☐☐☐☐ 107. Follow prescribed health related instructions and keep appropriate records.
- ☐☐☐☐ 108. Facilitate an individual's mobility consistent with physical ability.
- ☐☐☐☐ 109. Care for health aids.
- ☐☐☐☐ 110. Help a handicapped person communicate.
- ☐☐☐☐ 111. Assist or provide special care for a blind, visually handicapped, or mentally ill person.
- ☐☐☐☐ 112. Establish rapport, and encourage a person to participate in individual and group activities.
- ☐☐☐☐ 113. Select and read suitable materials to a handicapped or elderly person.
- ☐☐☐☐ 114. Select and play appropriate games with a handicapped or elderly person.
- ☐☐☐☐ 115. Plan programs and activities of interest to handicapped or elderly persons.
- ☐☐☐☐ 116. Shop, run errands for, and accompany a handicapped or elderly person in public places on personal business.
- ☐☐☐☐ 117. Keep accurate records of money handled and incidental purchases made for a handicapped or elderly person.
- ☐☐☐☐ 118. Accompany a handicapped or elderly person to church, to social gatherings, or to visit friends.
- ☐☐☐☐ 119. Assist a handicapped or elderly person with correspondence, telephone calls, and entertaining family or friends.
- ☐☐☐☐ 120. Pay bills, and keep records of income and expenses for a handicapped or elderly person.

Name:_____

Family/Individual Health Semester Course

Competencies

DIRECTIONS:
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4	3	2	1	
				I. Promote and maintain family/individual health.
☐	☐	☐	☐	1. Identify characteristics of a healthy person.
☐	☐	☐	☐	2. Promote principles of good personal health.
☐	☐	☐	☐	3. Outline ways to meet physical, emotional, and mental health needs of family members.
				II. Promote and maintain family health protection.
☐	☐	☐	☐	4. Outline principles for maintaining family health and safety.
☐	☐	☐	☐	5. Evaluate factors affecting family health decisions.
☐	☐	☐	☐	6. Propose ways to prepare financially for illness or accident through insurance coverage and savings.
☐	☐	☐	☐	7. Show how to maintain family health records.
☐	☐	☐	☐	8. Describe adjustments to family health problems.
				III. Relate public health to family/individual health.
☐	☐	☐	☐	9. Identify major health concerns.
☐	☐	☐	☐	10. Analyze factors contributing to world health problems.
☐	☐	☐	☐	11. Identify public health organizations.
☐	☐	☐	☐	12. Evaluate situations affecting community health.
☐	☐	☐	☐	13. Describe community health measures.
☐	☐	☐	☐	14. Evaluate methods for providing a safe environment.
☐	☐	☐	☐	15. Identify community health resources.
				IV. Provide care for mother and infant.
☐	☐	☐	☐	16. Describe factors to consider for the addition of children to the home.
☐	☐	☐	☐	17. Identify principles of neo-natal care.
☐	☐	☐	☐	18. Identify principles for care of the mother.
☐	☐	☐	☐	19. Identify principles of care of the growing infant.
				V. Provide home care for the elderly.
☐	☐	☐	☐	20. Describe the aging process.
☐	☐	☐	☐	21. Identify the health, safety, and clothing needs of the elderly.
☐	☐	☐	☐	22. Identify personal needs of the elderly.
				VI. Provide appropriate home care of the sick.
☐	☐	☐	☐	23. Identify signs of illness.
☐	☐	☐	☐	24. Identify the causes, symptoms, transmission, and prevention of communicable diseases.
☐	☐	☐	☐	25. Describe methods for proper care of the sick.
☐	☐	☐	☐	26. Explain how to provide for sick, convalescing, or elderly family member's nutrition needs.
☐	☐	☐	☐	27. Select appropriate recreational activities for the sick.
☐	☐	☐	☐	28. Identify characteristics and care associated with various handicaps.
☐	☐	☐	☐	29. Identify characteristics and care associated with a terminally ill family member.
☐	☐	☐	☐	30. Identify the stages of grief.
☐	☐	☐	☐	31. Evaluate methods for patient care skills.
☐	☐	☐	☐	32. Investigate alternatives to home health care.
				VII. Meet home emergency needs of family members.
☐	☐	☐	☐	33. Identify home emergencies.
☐	☐	☐	☐	34. Describe simple first aid principles.
☐	☐	☐	☐	35. Locate community resources for assistance in emergencies.
				VIII. Identify career and job opportunities in family/individual health.
☐	☐	☐	☐	36. Relate family/individual health to careers and job opportunities.
☐	☐	☐	☐	37. Describe skills and competencies needed in jobs related to family/individual health.
☐	☐	☐	☐	38. Outline educational preparation needed for jobs related to family/individual health.

Name: _____

Child Development, Care, and Guidance Semester Course

Competencies

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4 3 2 1

I. Prepare for parenthood.
- ☐☐☐☐ 1. Analyze adjustments required by parenthood.
- ☐☐☐☐ **2. Point out factors to consider when planning and preparing for parenthood.**
- ☐☐☐☐ **3. Evaluate the costs of having a child.**
- ☐☐☐☐ **4. Analyze emotional considerations in preparing for parenthood.**

II. Provide prenatal and postnatal care for mother and child.
- ☐☐☐☐ 5. Analyze factors which contribute to the well-being of the mother and unborn child.
- ☐☐☐☐ **6. Appraise principles of prenatal and neonatal development.**
- ☐☐☐☐ **7. Evaluate prenatal and postpartum/neonatal care of the mother and child.**
- ☐☐☐☐ 8. Assess care of the infant.

III. Evaluate the child's development.
- ☐☐☐☐ **9. Relate principles of human development to the child.**
- ☐☐☐☐ **10. Analyze factors influencing the child's development.**
- ☐☐☐☐ **11. Analyze the physical development of the child.**
- ☐☐☐☐ **12. Analyze factors influencing the child's intellectual development.**
- ☐☐☐☐ **13. Analyze factors influencing the child's emotional development.**

4 3 2 1

- ☐☐☐☐ **14. Analyze factors influencing the child's moral development.**
- ☐☐☐☐ 15. Analyze factors influencing personality development.
- ☐☐☐☐ **16. Analyze factors influencing the child's social development.**
- ☐☐☐☐ **17. Analyze factors affecting the development of the exceptional child.**

IV. Evaluate child care techniques.
- ☐☐☐☐ **18. Assess the basic needs of children.**
- ☐☐☐☐ 19. Assess factors to consider in meeting the food needs of young children.
- ☐☐☐☐ 20. Assess factors to consider in the selection and care of children's clothes.
- ☐☐☐☐ 21. Analyze housing needs for the developmental stages of childhood.
- ☐☐☐☐ 22. Describe the health and safety procedures necessary for the care of children.
- ☐☐☐☐ 23. Assess factors to consider for a child's emotional health.
- ☐☐☐☐ **24. Design routines which meet the basic needs of young children.**
- ☐☐☐☐ 25. Assess child care services.

V. Match child's developmental level with appropriate expectations and activities.
- ☐☐☐☐ **26. Analyze ways children learn.**
- ☐☐☐☐ 27. Assess ways to motivate the child.

4 3 2 1

- ☐☐☐☐ 28. Evaluate techniques for teaching children.
- ☐☐☐☐ **29. Appraise the role of play in the young child's learning.**
- ☐☐☐☐ 30. Evaluate toys, equipment, and materials in terms of their appropriateness and contribution to a child's learning and development.
- ☐☐☐☐ 31. Analyze the role of communication in a child's learning.
- ☐☐☐☐ 32. Analyze the affective and social value of child's play.
- ☐☐☐☐ 33. Plan activities which contribute to a young child's learning and development.

VI. Select and use appropriate child guidance techniques.
- ☐☐☐☐ **34. Analyze various methods of guidance.**
- ☐☐☐☐ **35. Analyze effectiveness of various methods of guidance in supporting the development of the child.**
- ☐☐☐☐ **36. Assess society's role in protecting the rights of children.**

VII. Analyze career and job opportunities related to the field of child development.
- ☐☐☐☐ **37. Describe job and career ladders in child development.**
- ☐☐☐☐ **38. List competencies needed by child care personnel.**
- ☐☐☐☐ **39. Relate child development skills to other occupations.**

Name:_____

Food and Nutrition Semester Course

Competencies

DIRECTIONS:
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4 3 2 1

I. Analyze nutritional needs of family members throughout the life cycle.

☐☐☐☐ 1. Analyze physiological, psychological, and social influences on eating patterns and habits.
☐☐☐☐ 2. Analyze the processes of digestion, absorption, and metabolism in the body's use of food.
☐☐☐☐ 3. Identify local, state, and federal nutrition programs.
☐☐☐☐ 4. Identify nutrients and their functions in the body.
☐☐☐☐ 5. Assess the roles of the recommended daily allowances and the dietary guidelines in achieving a balanced diet.
☐☐☐☐ 6. Discern food fads and fallacies.
☐☐☐☐ 7. Analyze special nutrition needs that occur during a lifetime.

II. Plan nutritious meals and snacks.

☐☐☐☐ 8. Analyze factors influencing meal planning for individuals and families.
☐☐☐☐ 9. Develop menus for family meals.

III. Manage family meals.

☐☐☐☐ 10. Manage time, energy, and equipment when preparing family meals.

4 3 2 1

IV. Serve foods attractively.

☐☐☐☐ 11. Serve family meals attractively.
☐☐☐☐ 12. Utilize appropriate table courtesy.
☐☐☐☐ 13. Evaluate the quality of foods prepared and quality of service.

V. Apply consumer skills to food buying.

☐☐☐☐ 14. Develop a food budget.
☐☐☐☐ 15. Evaluate the influence of advertising and marketing on food choices.
☐☐☐☐ 16. Utilize appropriate shopping techniques.
☐☐☐☐ 17. Utilize label information in making buying decisions.

VI. Utilize basic skills in kitchen planning and management.

☐☐☐☐ 18. Utilize appropriate kitchen equipment for food preparation tasks.
☐☐☐☐ 19. Use safe and sanitary procedures for food preparation.
☐☐☐☐ 20. Use recipes effectively in food preparation.

VII. Prepare a variety of foods.

☐☐☐☐ 21. Identify the major nutrients provided by each of the food groups.
☐☐☐☐ 22. Analyze forms and uses of foods from the food groups.

4 3 2 1

☐☐☐☐ 23. Identify proper methods of selection and storage of foods.
☐☐☐☐ 24. Utilize principles of preparation which preserve nutrients and enhance flavor and appeal of foods.

VIII. Evaluate commercial food processing in terms of family health.

☐☐☐☐ 25. Evaluate the use of food additives in processed foods.
☐☐☐☐ 26. Analyze food processing and marketing techniques.
☐☐☐☐ 27. Outline new trends in food processing.

IX. Preserve food for future use.

☐☐☐☐ 28. Apply nutritional knowledge and food preparation skills to the home preservation of foods.
☐☐☐☐ 29. Prepare convenience foods at home.

X. Analyze career and job opportunities.

☐☐☐☐ 30. Describe job and career ladders in food and nutrition.
☐☐☐☐ 31. Identify competencies needed for job success.
☐☐☐☐ 32. Relate food and nutrition skills to other occupations.

Name:_____

Home Management Semester Course

Competencies

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4	3	2	1	
				I. Use management to achieve individual and family goals.
☐	☐	☐	☐	1. Identify the meaning and purposes of management.
☐	☐	☐	☐	2. Identify and use human and material resources.
☐	☐	☐	☐	3. Develop personal and family priorities.
				II. Use the management process.
☐	☐	☐	☐	4. Identify various types of decisions.
☐	☐	☐	☐	5. Apply the steps in decision making.
☐	☐	☐	☐	6. Implement the management process.
☐	☐	☐	☐	7. Analyze managerial procedures.
☐	☐	☐	☐	8. Describe factors affecting decisions and management.
				III. Manage family finances.
☐	☐	☐	☐	9. Identify sources of income.
☐	☐	☐	☐	10. Recognize variations that may be anticipated during the life cycle.
☐	☐	☐	☐	11. Develop family spending plans.
☐	☐	☐	☐	12. Explain the importance of family records.
☐	☐	☐	☐	13. Indicate the role of credit in family finances.
☐	☐	☐	☐	14. Outline ways to achieve family security.
				IV. Use consumer skills.
☐	☐	☐	☐	15. Outline procedures for making consumer decisions.
☐	☐	☐	☐	16. Select appropriate shopping facilities.
☐	☐	☐	☐	17. Use comparison shopping techniques.
☐	☐	☐	☐	18. Analyze product quality.
☐	☐	☐	☐	19. Identify the rights and responsibilities of consumers.
				V. Manage a home.
☐	☐	☐	☐	20. Select a home.
☐	☐	☐	☐	21. Select home furnishings and equipment.
☐	☐	☐	☐	22. Manage home maintenance.
☐	☐	☐	☐	23. Manage family food.
☐	☐	☐	☐	24. Manage family relationships.
☐	☐	☐	☐	25. Plan appropriate child care.
☐	☐	☐	☐	26. Manage family clothing.
☐	☐	☐	☐	27. Manage family transportation.
☐	☐	☐	☐	28. Manage family recreation and leisure time.
				VI. Analyze career and job opportunities.
☐	☐	☐	☐	29. Describe skills and competencies needed for job success in jobs related to institutional and home managment and consumer education.
☐	☐	☐	☐	30. Identify job oppourtunities related to institutional and home management and consumer education.
☐	☐	☐	☐	31. Analyze the interrelationship of employment and home management.

Name:_____

Housing, Home Furnishings, and Equipment Semester Course

Competencies

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4 3 2 1

I. Analyze the interrelatedness of the various factors affecting housing for individuals and families.

☐☐☐☐ **1. Analyze functions of housing.**
☐☐☐☐ **2. Analyze the influence of housing on individuals and families.**

II. Describe the factors influencing housing and home furnishings decisions.

☐☐☐☐ **3. Describe human factors influencing housing and home furnishings decisions.**
☐☐☐☐ 4. Identify environmental factors influencing housing and home furnishings decisions.
☐☐☐☐ **5. Identify special requirements influencing housing and home furnishings decisions.**

III. Analyze factors which will influence future housing.

☐☐☐☐ **6. Project the effects on housing of population, pollution, and energy conservation.**
☐☐☐☐ 7. Relate technological developments to housing.
☐☐☐☐ **8. Analyze the interrelatedness of housing and the nation's economy.**

IV. Point out the advantages and disadvantages of different types of housing.

☐☐☐☐ **9. Identify types of housing available.**
☐☐☐☐ **10. Describe characteristics of various types of housing.**

V. Evaluate various aspects of housing.

☐☐☐☐ **11. Apply the decision-making process to housing or home furnishings choices.**
☐☐☐☐ **12. Describe living space needs based on the needs and activities of individuals and families.**
☐☐☐☐ **13. Point out storage needs and methods in housing.**
☐☐☐☐ 14. Categorize zones for areas found in housing.
☐☐☐☐ 15. Relate factors of circulation to space utilization.
☐☐☐☐ 16. Identify methods of expanding living space.
☐☐☐☐ **17. Relate a home's appearance to satisfaction received from housing.**

4 3 2 1

☐☐☐☐ 18. Analyze orientation factors to consider when selecting a housing location.
☐☐☐☐ 19. Describe standards and alternatives for home comfort and sanitation provisions.
☐☐☐☐ **20. Identify common terms and principles used in housing construction.**
☐☐☐☐ **21. Identify styles of architecture to meet individual and family needs and interests.**
☐☐☐☐ **22. Identify factors to consider in the selection of a location for living.**
☐☐☐☐ 23. Analyze general considerations to be used in selecting housing interiors and exteriors.
☐☐☐☐ **24. Specify factors contributing to safe conditions in housing.**
☐☐☐☐ 25. Relate the availability of community services to the desirability of housing.
☐☐☐☐ **26. Explain the purpose and meaning of symbols and abbreviations used in blueprints or work drawings.**

VI. Assess the management and consumer aspects of housing, home furnishings, and equipment.

☐☐☐☐ **27. Analyze the legal and financial aspects of obtaining housing.**
☐☐☐☐ 28. Identify legislation and agencies for housing protection.
☐☐☐☐ **29. Explain ways to minimize the cost of operating and maintaining a home.**
☐☐☐☐ 30. Assess the importance of energy conservation in the home.

VII. Relate the selection and arrangement of home furnishings,to the elements and principles of design.

☐☐☐☐ **31. Interpret the importance of design in home furnishings.**

4 3 2 1

☐☐☐☐ **32. Describe the kinds of design.**
☐☐☐☐ **33. Apply the elements and principles of design to the selection and arrangment of home furnishings.**

VIII. Outline factors to consider in selecting home furnishings and equipment.

☐☐☐☐ **34. Identify characteristics of household textiles.**
☐☐☐☐ 35. Select houshold items.
☐☐☐☐ **36. Select window treatments for various types of windows.**
☐☐☐☐ **37. Select various types of floor coverings.**
☐☐☐☐ **38. Obtain furniture.**
☐☐☐☐ **39. Select major home appliances.**
☐☐☐☐ 40. Obtain accessories for the home.

IX. Develop guidelines for the selection of home furnishings and equipment.

☐☐☐☐ 41. Analyze consumer shopping plans.
☐☐☐☐ **42. Distinguish between informative and deceptive advertisements.**
☐☐☐☐ **43. Point out the importance of product labeling.**
☐☐☐☐ **44. Evaluate furniture construction as it relates to quality.**
☐☐☐☐ **45. Judge advantages and disadvantages of methods of payment for home furnishings and equipment.**

X. Analyze career and job opportunities related to housing, home furnishings, and equipment.

☐☐☐☐ **46. Identify career opportunities in housing, home furnishings, and equipment.**
☐☐☐☐ **47. Identify factors contributing to employability in jobs related to housing, home furnishings, and equipment.**
☐☐☐☐ **48. Evaluate job and career opportunities available in housing, home furnishings, and equipment.**

Name: _____

Consumer Education Semester Course

Competencies

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4	3	2	1	
				I. Analyze components of effective consumer management.
☐	☐	☐	☐	**1. Integrate personal priorities, goals, and standards into consumer management.**
☐	☐	☐	☐	**2. Analyze the effects of needs and wants on consumer management.**
☐	☐	☐	☐	**3. Relate resource availability and use to consumer management.**
☐	☐	☐	☐	**4. Utilize the decision-making process in consumer management.**
☐	☐	☐	☐	5. Utilize management skills as a consumer.
				II. Allocate resources effectively.
☐	☐	☐	☐	**6. Develop a spending plan.**
☐	☐	☐	☐	**7. Use a spending plan to guide spending.**
☐	☐	☐	☐	8. Maintain spending records.
☐	☐	☐	☐	9. Obtain credit when needed.
☐	☐	☐	☐	**10. Use credit responsibly.**
☐	☐	☐	☐	11. Evaluate credit contracts.
☐	☐	☐	☐	12. Analyze the cost of credit.
☐	☐	☐	☐	13. Establish savings goals.
☐	☐	☐	☐	**14. Select savings plans to meet needs.**
☐	☐	☐	☐	15. Establish investment goals.
☐	☐	☐	☐	**16. Choose investments to meet needs.**
☐	☐	☐	☐	17. Evaluate insurance needs.
☐	☐	☐	☐	**18. Select insurance to meet needs.**

4	3	2	1	
☐	☐	☐	☐	**19. Explain tax obligations.**
☐	☐	☐	☐	20. Maintain tax records.
☐	☐	☐	☐	21. Complete tax forms.
				III. Utilize the principles of consumer purchasing.
☐	☐	☐	☐	**22. Outline factors influencing consumer purchasing.**
☐	☐	☐	☐	23. Select appropriate shopping facilities.
☐	☐	☐	☐	24. Obtain information needed to make purchases.
☐	☐	☐	☐	**25. Judge product quality.**
☐	☐	☐	☐	**26. Analyze guarantees and warranties.**
☐	☐	☐	☐	27. Utilize comparison shopping techniques.
				IV. Buy goods and services.
☐	☐	☐	☐	**28. Select and purchase food.**
☐	☐	☐	☐	**29. Select and purchase clothing.**
☐	☐	☐	☐	**30. Obtain housing.**
☐	☐	☐	☐	31. Furnish a home.
☐	☐	☐	☐	32. Obtain transportation.
☐	☐	☐	☐	**33. Obtain automotive products and services.**
☐	☐	☐	☐	34. Obtain needed professional, personal, financial, household, repair, and utility services.
				V. Accept consumer citizenship responsibilities.
☐	☐	☐	☐	**35. Avoid fraud, deception, and quackery.**
☐	☐	☐	☐	**36. Identify government legislation affecting consumers.**

4	3	2	1	
☐	☐	☐	☐	**37. Utilize consumer assistance and protection services.**
☐	☐	☐	☐	**38. Exercise consumer rights.**
☐	☐	☐	☐	**39. Accept consumer responsibilities.**
				VI. Understand the interrelationship of the consumer and the economy.
☐	☐	☐	☐	**40. Differentitate between the primary economic systems.**
☐	☐	☐	☐	**41. Describe the major components of the economic system in the United States.**
☐	☐	☐	☐	**42. Explain how the American market system functions.**
☐	☐	☐	☐	43. Summarize current economic issues.
☐	☐	☐	☐	44. Outline the role of money in the economy.
☐	☐	☐	☐	45. Differentiate between inflation and deflation.
☐	☐	☐	☐	**46. Identify the functions, types, and services of banks.**
☐	☐	☐	☐	47. Summarize the role of banks in the economy.
				VII. Analyze career and job opportunities related to the field of consumer education.
☐	☐	☐	☐	**48. Evaluate careers related to consumer education.**
☐	☐	☐	☐	**49. Describe skills and competencies needed in jobs and careers related to consumer education.**
☐	☐	☐	☐	**50. Combine the roles of homemaker and wage earner successfully.**